



## Switching to Great Southern is quick and easy with our Switch Kit, and we will be glad to help.

With the Great Southern “Easy Switch” Kit you will have all of the forms and information that you need to make your transition to Great Southern easy and trouble-free. And one of our Personal Bankers will be happy to assist you!!

### **First:**

Open your new Great Southern account. One of our Personal Bankers will be happy to assist you with this first step.

### **What is the next step?**

Once your new Great Southern account is opened, it will be an easy matter to move your accounts and allow Great Southern to help you with all of your financial needs.

- Switch your Direct Deposits – the sample form in the kit can be used to let your employer, pension administrator or government entity know that you want to change your direct deposit to your new Great Southern account(s).
- Switching Automatic Payments or deposits is quick with the sample form included in the kit. This notification can be sent to your insurance agency, utility companies and other companies currently processing automatic payments and deposits for you.
- Discontinue using your old account. When you have considered all account activity that would affect your old account your next step is to balance the account and close it. We have included a worksheet to balance your old account and a form which can be sent to your previous bank to close your old account.

Note: If you have money left after all activity has ceased on your old account, your previous bank should send you a check for that balance. If that doesn't happen within 30 days, we suggest you contact them to follow-up on your remaining balance.

Note: Great Southern's **routing number is 286573322**. Please also note the **account number** which you receive from our Personal Banker when you open your account. These numbers will be very handy as we complete your switch.

**Welcome to Great Southern! We appreciate your business  
and we are happy to have you with us!**



**WELCOME!**

Thank you for opening your new account with Great Southern Bank. It is a pleasure having you as a customer, and we look forward to serving you in the years to come. This folder includes information about your new account and will serve as a quick reference guide for your future financial needs. Please file it in a safe, convenient place.

For more information on any Great Southern products or services, contact your Personal Banker or call our Customer Service lines: (417) 895-4777 or (417) 887-4400 or you can call toll-free 1-800-749-7113 (outside Springfield). You can also visit us at [www.greatsouthernbank.com](http://www.greatsouthernbank.com) for more information.

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**Account(s) opened on** \_\_\_\_\_ **By** \_\_\_\_\_

<input type="checkbox"/> Basic Free Checking	<input type="checkbox"/> Summit Gold	<input type="checkbox"/> Money Manager Checking
<input type="checkbox"/> Basic Now	<input type="checkbox"/> Premium Now	<input type="checkbox"/> Premium Funds Management
<input type="checkbox"/> Works Now	<input type="checkbox"/> Special Savings	<input type="checkbox"/> Certificate of Deposit
<input type="checkbox"/> Summit Checking	<input type="checkbox"/> Statement Savings	<input type="checkbox"/> IRA

**Monthly service fees or membership fees:**

Minimum balance to avoid a monthly fee \_\_\_\_\_  
Fee if account falls below minimum \_\_\_\_\_  
Membership fee with check safekeeping \_\_\_\_\_  
Additional fee of \_\_\_\_\_ for \_\_\_\_\_  
Bounce protection limit of \_\_\_\_\_ with a \$\_\_\_\_ fee for each check paid, effective after 30 days.

**Direct Deposit information:**

Transit/Routing # **286573322** Account # \_\_\_\_\_(10 digits)

**Documents enclosed:**

- Starter checks
- Copy of signature card
- Agreement/Disclosures
- Miscellaneous Fees/Charges
- Brochures

**What to expect in the next 30 days:**

- New checks: estimated cost \_\_\_\_\_
- Great Access ATM/Check card
- Great Access PIN number
- Internet Banking confirmation letter
- Customer "CARE" call

**Banking Center hours/phone:**

**Hours**  
Lobby \_\_\_\_\_ Mon-Fri  
\_\_\_\_\_ Saturday  
Drive-Thru based on Banking Center Location  
\_\_\_\_\_

**Deposit cut-off time:**

7:00 pm or at banking center closing  
  
All transactions posted after cutoff on Friday will be on Monday's business date.

**Phone** \_\_\_\_\_  
Day \_\_\_\_\_ Evening \_\_\_\_\_



Dear Valued Great Southern Customer,

If you would like to have your paycheck direct deposited into your Great Southern account(s), find out if your employer participates in a direct deposit program with an Automated Clearing House (ACH). If your employer offers direct deposit, or if you would like a pension administrator or a government entity to direct deposit your funds, follow these easy steps:

1. Complete the enclosed “direct deposit my paycheck, pension or government check” form.
2. Sign the bottom of the form.
3. Mail or deliver the completed form to your employer, pension administrator or government entity that pays you.



**Please direct deposit my paycheck, pension or government check**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer, pension administrator or government entity making  
the direct deposit

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

To Whom It May Concern:

Please direct deposit my \_\_\_\_\_ into my account(s) at Great Southern  
paycheck pension or government check  
per the instructions below.

Great Southern's routing number: **286573322**

- Deposit \$ \_\_\_\_\_ or \_\_\_\_\_% of my \_\_\_\_\_  
paycheck pension or government check  
into my Great Southern Checking account number \_\_\_\_\_  
(10 digits)

- Deposit \$ \_\_\_\_\_ or \_\_\_\_\_% of my \_\_\_\_\_  
paycheck pension or government check  
into my Great Southern Checking account number \_\_\_\_\_  
(10 digits)

Please send me confirmation indicating when this change in direct deposit takes effect.  
If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number \_\_\_\_ Day \_\_\_\_ Night



**Please change my direct deposit**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer, pension administrator or government entity making  
the direct deposit

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

To Whom It May Concern:

Currently, you are depositing my \_\_\_\_\_ into the following account(s):

Current bank information

Bank name \_\_\_\_\_ Routing number \_\_\_\_\_

Account number \_\_\_\_\_ Second Account number \_\_\_\_\_

**Please start making these automatic deposits into my account(s) at Great Southern**

Great Southern's routing number: **286573322**

- Deposit \$ \_\_\_\_\_ or \_\_\_\_\_% of my \_\_\_\_\_  
paycheck pension or government check  
into my Great Southern Checking account number \_\_\_\_\_.

- Deposit \$ \_\_\_\_\_ or \_\_\_\_\_% of my \_\_\_\_\_  
paycheck pension or government check  
into my Great Southern Checking account number \_\_\_\_\_.  
(10 digits)

Please send me confirmation indicating when this change in direct deposit takes effect.  
If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print Name Address

\_\_\_\_\_  
Phone Number Day Night City State Zip

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**Please set up an automatic payment**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of insurance company, mortgage provider, utility company, any payee that automatically debits payments from your account.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

To Whom It May Concern:

Please automatically debit my \_\_\_\_\_  
Monthly, weekly, bi-weekly, quarterly Indicate the type of payment  
payment from my bank account:

Bank name: **Great Southern** Routing number: **286573322**

Account number \_\_\_\_\_ (10 digits).

**Please start debiting from this account on** \_\_\_\_\_ .  
Date

Please send me confirmation indicating when this change in direct deposit takes effect.  
If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Customer signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Account number with payee

\_\_\_\_\_  
Phone Number \_\_\_\_ Day \_\_\_\_ Night



**Please change my automatic payment**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of insurance company, mortgage provider, utility company, any payee that automatically debits payments from your account.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

To Whom It May Concern:

Currently, you are debiting my \_\_\_\_\_ payment from my old bank account(s):  
Indicate the type of payment (what the payment is for)

Current bank information

Bank name \_\_\_\_\_ Routing number \_\_\_\_\_

Account number \_\_\_\_\_ Second Account number \_\_\_\_\_

**Please stop debiting this account on \_\_\_\_\_ and start debiting this payment from my new account at Great Southern.**  
Date

New Bank Information

**Great Southern's routing number: 286573322**

**Great Southern** Checking account number: \_\_\_\_\_ (10 digits).

Please send me confirmation indicating when this change in direct deposit takes effect. If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Customer signature

Address

\_\_\_\_\_  
Print Name City State Zip

\_\_\_\_\_  
Account number with payee Phone Number \_\_\_\_ Day \_\_\_\_ Night



**Please close my account**

\_\_\_\_\_

Date

\_\_\_\_\_

Bank Name

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

To Whom It May Concern:

Please close the account(s) noted below, mail the balance and any interest, and a confirmation of account closure to the address listed below.

**Account Number**

Checking Account

\_\_\_\_\_

Checking Account

\_\_\_\_\_

Savings Account

\_\_\_\_\_

Savings Account

\_\_\_\_\_

Money Market Account

\_\_\_\_\_

Certificate of Deposit

\_\_\_\_\_

- Please close my CD immediately. I understand there may be penalties for withdrawing before the maturity date.
- Please close my CD upon maturity.

Account Number

Maturity Date

If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_

Account Holder's signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

Phone Number \_\_\_\_ Day \_\_\_\_ Night



**Worksheet to Balance Your Old Account**

Use the worksheet below to balance your checkbook register using your most recent bank statement from your previous bank. If necessary, call your old bank to confirm your figures.

1.	Current balance on your checking statement	\$	_____
2.	Deposits that do not appear on your statement (include interest earned, ATM deposits, online transfers and direct deposits)	+ \$	_____
		+ \$	_____
		+ \$	_____
		+ \$	_____
		+ \$	_____
		\$	_____
3.	Subtotal by adding steps 1 and 2 =	\$	_____
4.	Outstanding checks, transfers, withdrawals that do not appear on your statement (include online transactions, debit card and ATM transactions, automatic debits, fees)	- \$	_____
		- \$	_____
		- \$	_____
		- \$	_____
		- \$	_____
		- \$	_____
		- \$	_____
5.	Subtract step 4 from step 3 – this should match your checkbook register balance.	= \$	_____

**Account Activity Checklist**

Use this checklist to ensure all account activity is considered when closing your old account and moving your deposit and debit activity to your new Great Southern account.

**Automatic Deposits:**

- Government deposits
- Brokerage deposits such as dividend and interest payments
- Transfers from other bank accounts

**Automatic Payments:**

- |  |   |
|--|---|
| <input type="checkbox"/> Utility payments          | <input type="checkbox"/> Loan payments                    |
| <input type="checkbox"/> Internet Service provider | <input type="checkbox"/> Brokerage investments            |
| <input type="checkbox"/> Insurance payments        | <input type="checkbox"/> Account transfers to other banks |