



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: 895-4777 or 887-4400 or you can call toll-free 1-800-749-7113 (outside Springfield). You can also visit us at www.greatsouthernbank.com for more information.

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 8:30-5:30 Mon-Fri
_____ Saturday
Drive-Thru based on Banking Center Location

Deposit cut-off time:

3:00 pm – Non-Springfield
7:00 pm – Springfield, Ozark, Nixa, Republic

All transactions posted after cutoff on Friday will be on Monday's business date.

Phone

_____ Day _____ Night



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



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 the change in this automatic payment 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 the change in this automatic payment 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



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 |