

# ***SIMPLY SWITCH***

**Want a simpler way to change checking accounts?**

Let us help! With our *Simply Switch Kit*, it's easier than ever to move your checking account to BancorpSouth. *Simply Switch* is a practical guide that makes short work of moving all of your banking business.

- 1.** Complete the [\*Simply Switch Kit\*](#).
- 2.** Review the [\*\*New Account Conversion Checklist\*\*](#) below. Gather the documents and account numbers necessary to *Simply Switch*, and bring them with you to your [local BancorpSouth location](#).
- 3.** You and a Customer Service Representative will select the BancorpSouth account that best suits your needs and open your new account at [your convenience](#).



# NEW ACCOUNT CONVERSION CHECKLIST

Use the following checklist to help you *Simply Switch* all your automatic drafts and deposits to your *new* BancorpSouth account.

Gather the following information:

**Two forms of ID.** Please bring a primary and secondary form of ID.

Primary:

State-issued license or ID card, Military ID, Passport, U.S. alien ID, or Certificate for Driving

Secondary:

Birth certificate, Social Security card, Matricula consular card or other foreign ID, Voter registration card, Student ID, Signed credit card, Visa – NATO papers, or Insurance card

**Current Bank Statement(s)** for all accounts.

**List of current Direct Deposits** with name of depositor, mailing address, and telephone number (Ex: payroll, social security, CD interest payments, Social Security Administration, etc.). Use this [Direct Deposit Letter](#) to make it easier!

**List of current automatic drafts** with names of payee, account number, mailing address, and telephone number (Ex: utilities, insurance companies, internet service providers, etc.) Use this [Automatic Withdrawal Letter](#) to make it easier!

**REMEMBER...**

Make certain enough funds are available in the old account to cover outstanding checks and debits. Because it sometimes takes longer for companies and organizations to change direct deposits, automatic withdrawals and payments, please allow sufficient time before closing out the old account. Use this [Account Closure Letter](#) to make it easier!

# ***SIMPLY SWITCH***

## **Account Information**

\_\_\_\_ Individual Account

\_\_\_\_ Joint Account

PRIMARY ACCOUNT HOLDER

JOINT ACCOUNT HOLDER

\_\_\_\_\_  
First Name                      MI                      Last Name

\_\_\_\_\_  
First Name                      MI                      Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address (if different)

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

\_\_\_\_\_  
City, State, Zip (if different)

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
E-mail Address

(     )                      (     )  
\_\_\_\_\_  
Home Phone                      Work Phone

(     )                      (     )  
\_\_\_\_\_  
Home Phone                      Work Phone

\_\_\_\_\_  
Social Security # or Acceptable ID #

\_\_\_\_\_  
Social Security # or Acceptable ID #

\_\_\_\_\_  
Driver's License No.                      State

\_\_\_\_\_  
Driver's License No.                      State

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Mother's Maiden Name

\_\_\_\_\_  
Mother's Maiden Name

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employer

# ***SIMPLY SWITCH***

## **Customer Preferences**

Please indicate accounts and services in which you are currently interested.

- Checking Account
- Money Market Account
- Certificates of Deposit
- Savings Account
- ATM Card
- Debit Card
- Internet Banking
- Bill Pay
- Personal Loans
- Credit Card
- Home Loan
- Refinance
- Investment Products
- Insurance

## Direct Deposit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

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

### To Whom It May Concern:

Currently you are depositing into this account number \_\_\_\_\_, routing number \_\_\_\_\_ from \_\_\_\_\_ bank.

I am no longer using that account. Please switch my account number to \_\_\_\_\_, my routing number to \_\_\_\_\_. My new account is with BancorpSouth. If you have any questions about this change please call me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.

**Thank you,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

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

\*Please attach a voided BancorpSouth check to this letter.

## Automatic Withdrawal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

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

### To Whom It May Concern:

Currently you are withdrawing from this account number \_\_\_\_\_,  
routing number \_\_\_\_\_ with \_\_\_\_\_ bank. I  
am no longer using that account. Please switch my account number to \_\_\_\_\_,  
my routing number to \_\_\_\_\_. My new account is with BancorpSouth. If you  
have any questions about this change please call me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.

**Thank you,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

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

\*Please attach a voided BancorpSouth check to this letter.

## Account Closure Letter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Address

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

### To Whom It May Concern:

This letter is to request that account number \_\_\_\_\_ be closed and a check for the remaining balance be sent to the address listed below. Please call me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ when you receive this letter. I would like to be aware of when my account has been closed.

**Thank you,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

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