



Make the Switch

Checking that fits your lifestyle

You
Belong
Here.™

You have options with a Southeast Financial checking account. Open an account today and take advantage of mobile and text banking, remote deposit, online bill payer and more.

Make the Switch

We've taken the hassle out of moving your checking account from your old bank with step-by-step instructions and simple-to-complete forms.

1 Visit southeastfinancial.org and click on "Become a Member" to open your new account. You can also stop by any of our 12 full-service branches and we'll help you get started. Already a member? Log in to Online Banking to access an account application that's pre-populated with your information.

2 Stop using your old checking account and let any checks you have written clear. This should take approximately two weeks.

3 To update your direct deposit, use the **Direct Deposit** form and give it to your employer, retirement plan, or the Social Security Administration.

4 Use the Automatic Payments worksheet to list payments that are automatically drafted from your old account. Be sure to include payments you make with your debit card number like automatic payments made online.

5 Now that your checks have cleared and you've changed your automatic deposits and payments, there's just one more step. Use the **Close Account** form to say goodbye to your old bank.

We're here to help. If you have questions or need assistance, stop by your local branch or call us at 615-743-3700. Our Member Service department is available Monday through Friday from 7:00 am until 6:00 pm CST.

Please note: We cannot guarantee that these forms will be accepted in every instance. Your old financial institution, direct deposit providers, and automated payees may require you to make any or all of these requests in person, online, or by some other method than by mail. Also, they may require more or different information than is contained on the forms that follow.

Direct Deposit Form


Effective immediately, please discontinue deposits to my current account and begin making the deposits into my new financial institution account.

Company Information			
Company Name			
Address	City	State	Zip Code

Direct Deposit Information	
Deposit Amount	
<input type="checkbox"/> Entire Paycheck	<input type="checkbox"/> Partial Paycheck Amount \$ _____

Current Financial Institution Information	
Financial Institution Name	
Routing Number	Account Number

New Financial Institution Information	
Financial Institution Name	
Southeast Financial Credit Union	
Routing Number	Account Number
264081179	<input type="checkbox"/> Savings <input type="checkbox"/> Checking

Contact Information	
Name	Phone Number
Address	City State Zip Code
Signature 	Date (MM/DD/YY)

Automatic Payment Form


Effective immediately, please discontinue payments from my current account and begin making payments from my new financial institution account.

Company Information			
Company Name			
Address	City	State	Zip Code

Automatic Payment Information	
Payment Amount	Account Number (if applicable)

Current Financial Institution Information	
Financial Institution Name	
Routing Number	Account Number

New Financial Institution Information	
Financial Institution Name Southeast Financial Credit Union	
Routing Number 264081179	Account Number <input type="checkbox"/> Savings <input type="checkbox"/> Checking

Contact Information	
Name	Phone Number
Address	City State Zip Code
Signature 	Date (MM/DD/YY)

Close Account Form

Effective immediately, please close my account and send a check for the balance remaining to the address below.

Financial Institution Information	
Financial Institution Name	
Routing Number	Account Number

Contact Information			
Name		Phone Number	
Address	City	State	Zip Code
Account Owner Signature ▶		Date (MM/DD/YY)	
Joint Owner (if applicable)			
Joint Owner Signature ▶		Date (MM/DD/YY)	

Switch Checklist

Keep track of your progress to make sure you don't miss a step, then make the most of your membership by registering for the online convenience services included with your new account. Don't forget to check out our other great products and services.

1. Complete the Switch

- Open Southeast Financial checking account
 - Receive new account number
 - Activate new debit card
 - Register for Online Banking
 - Download the Mobile App
 - Sign up for eStatements
 - Order checks (if needed)

- Direct deposits updated
 - _____
 - _____
 - _____

- Automatic payments switched
(see Automatic Payment Worksheet)

- Close account at other financial institution
 - Transfer funds to new account
 - Destroy checks and debit cards
 - Confirm all checks have cleared
 - Confirm all transactions have cleared

2. Make the Most of Your Membership

- Register for Online Banking Tools
 - Bill Pay
 - Funds Transfer
 - Popmoney
 - Money Management

- Apply for a Loan
 - Vehicle
 - Personal
 - Credit Card
 - Mortgage and Home Equity

- Grow your Savings
 - Christmas Club
 - Money Market
 - Certificate
 - IRA



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