



PERSONAL SWITCH KIT

A SIMPLE GUIDE FOR MOVING YOUR RELATIONSHIP TO BANK OF SOUTHERN CALIFORNIA

We are honored that you selected Bank of Southern California and look forward to supporting your banking needs. The following step-by-step guide and accompanying worksheet will help you make the transition seamlessly.

1. OPEN YOUR NEW ACCOUNT

Complete the Personal Information Profile, open your new Bank of Southern California checking account, request your debit card, enroll in Online Banking and deposit funds into your account.

TIP: Use the accompanying worksheet to record your new account number and routing number. You will need this to switch any recurring payments to your new account.

2. SWITCH YOUR AUTOMATIC PAYMENTS

To transfer your automatic payments, reference the following instructions. If written notification is required, contact your new Bank of Southern California account officer.

- **AUTOMATIC PAYMENTS**
Notify your service providers to transfer any payments that are automatically deducted from your account. Provide your new account number and routing number.
- **DIRECT DEPOSITS**
Contact your employer, or payers, to switch your direct deposits to your new account. You will need your new account number and routing number.

3. DISCONTINUE USE OF YOUR OLD ACCOUNT

Reconcile your account and keep it open until all outstanding checks have cleared and you have moved all scheduled payments to your new Bank of Southern California account.

4. CLOSE YOUR OLD ACCOUNT

Once you have verified that all transactions have cleared, notify your previous bank and close your old account.

Worksheet on reverse ▶

PERSONAL SWITCH KIT WORKSHEET



This worksheet is intended for your internal use to track key information needed to switch your old account to Bank of Southern California. Store it in a safe place to protect your sensitive data.

BANK OF SOUTHERN CALIFORNIA ACCOUNT INFORMATION

Checking account number: _____ Routing number: _____

AUTOMATIC PAYMENTS TO SWITCH

Make a list of all automatic payments, including gas, electric, water, phone, Internet, cable or satellite TV, insurance, mortgage/rent and auto loans. Be sure to include membership dues for gyms and clubs, along with subscriptions and streaming services.

Company/Payee	Due date	Company/Payee	Due date

OUTSTANDING CHECKS TO CLEAR FROM OLD ACCOUNT

Make a list of all outstanding checks to clear.

Check payable to	Amount	Check number	Date check cleared

DIRECT DEPOSIT ACCOUNTS TO SWITCH

Make a list of all direct deposits, including payroll, retirement or pension, Social Security, brokerage deposits, and more.

Source	Date payer notified	Notes

OLD ACCOUNTS TO CLOSE

Allow time for any outstanding checks, debit card purchases and recurring payments to clear, before closing your old account.

Bank name	Routing number (nine digits)	Account type (checking, savings, etc.)	Account number	Date account closed

