



Welcome to Russell Country!

To assist you in moving your checking account from your current financial institution to Russell Country, we've outlined the following steps to help with the process.

- 1) Open your Russell Country checking account.
- 2) Make a list of all automatic deposits and payments coming into or out of your current checking account. We've provided a checklist to assist you.
- 3) If you have Direct Deposits coming into your current account (Social Security, Payroll, etc.), contact your employer, the Social Security office and any applicable businesses to have them reroute your deposits to your new Russell Country checking account. Confirm the date your direct deposit(s) will start on your new account.
- 4) Once your direct deposit date is confirmed, you can start scheduling your automatic payments and transfers to coincide with your deposit(s). Be sure to cancel the automatic payments and transfers from your old account, once they've started on your new account.
- 5) Confirm any checks or debit card transactions that are still outstanding on your prior account and leave sufficient funds in the account to cover these transactions.
- 6) Once your direct deposit(s) are set up, your automatic payments and transfers are running smoothly, and any outstanding checks and debit card transactions have cleared, you can now transfer the remaining balance from your current checking to your new Russell Country checking. To expedite this process, we suggest doing it electronically or via a Cashier's Check.
- 7) Now that your funds have all been transferred to your new Russell Country account, you can close your old account.

Thanks for choosing Russell Country! We're so glad you're here!