

# Quick Reference Guide

## **Bee Line**

At any menu, press 0 for operator

- Press 1 - Checking Account or Money Market Account Information
- Press 2 - Savings Information
- Press 3 - Transfer Funds
- Press 4 - Verify Available Funds for an Account
- Press 5 - Loan Information
- Press 6 - CD or IRA Information
- Press 7 - Change PIN
- Press 9 - Repeat These Choices

## **Checking Account or Money Market Account Information**

Enter account number followed by # sign

- 1. All transactions
- 2. Checks & other debits
- 3. Deposits & other credits
- 4. Search for a check by a check number
- 5. Search for a check by amount
- 6. To fax a statement
- 9. Repeat these choices
- \* Return to main menu

## **Savings Information**

- 1. All transactions
- 2. Savings withdrawals
- 3. Savings deposits
- 9. Repeat these choices
- \* Return to main menu

## **Transfer Funds**

- 1. Transfer from checking
- 2. Transfer from savings
- \* Cancel this request
  - 1. Transfer to checking
  - 2. Transfer to savings
  - 3. Make an installment loan payment
- \* Cancel this request

## **Verify Available Funds for an Account**

Enter account number followed by # sign

Enter amount of check followed by # sign

- 1. To hear this information again
- \* End this call



## Loan Information

Enter account number followed by # sign  
Plays YTD interest  
Plays interest paid last year  
Plays last payment date  
Plays last payment amount  
Plays current interest rate



## CD or IRA Information

1. CD information  
Plays current ledger balance  
Plays current interest rate  
Plays maturity date  
2. IRA account information  
Plays current ledger balance  
Plays current interest rate  
Plays maturity date



## Change PIN

Enter social security number  
Enter PIN  
Enter new PIN  
Re-enter new PIN

**573-364-7862 • 573-265-5507 • 1-800-903-7862**



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