



BANKING ON EXPERIENCE

F&M

BANK & TRUST

IT'S EASY TO SWITCH

MAKE THE SWITCH TO F&M BANK TODAY!

142 W. MAIN STREET
P.O. BOX 718
MANCHESTER, GA 31816

IT'S EASY TO SWITCH

FOLLOW THESE 5 SIMPLE STEPS TO MOVE YOUR ACCOUNT TO F&M BANK AND TRUST:

1. OPEN A F&M BANK CHECKING ACCOUNT

We will help you decide which account best fits your needs. Stop by and speak to a customer service representative today. They will be glad to help you through the account opening process. Make sure you bring two forms of identification with you.

2. STOP USING YOUR OLD CHECKING ACCOUNT

Destroy all checks, ATM and/or debit card(s), and deposit slips associated with the old account. Allow time (about 7-10 days) for outstanding checks to clear.

3. CHANGE YOUR DIRECT DEPOSITS OVER TO YOUR NEW ACCOUNT

Complete and sign **Form 1** (see attached) and give it to your employer or your retirement plan. Include a new deposit slip or voided check. For Social Security Administration direct deposits, an F&M Bank customer service representative can walk you through making this change and mail the form for you.

4. TRANSFER ANY AUTOMATIC PAYMENTS TO YOUR NEW ACCOUNT

You will need your new F&M Bank and Trust account number for this step. Notify anyone deducting automatic payments (insurance, car payments, gym memberships, etc.) from your previous account to use your new F&M Bank account by completing **Form 2**. You may need multiple copies of this form if you have multiple payments. Do not forget about payments being made with your debit card, simply contact your vendor and provide your new card number and expiration date.

5. CLOSE YOUR PREVIOUS CHECKING ACCOUNT

After all your checks and automatic payments have cleared, close your previous checking account. Complete **Form 3** to notify your previous bank of your decision to close your account(s). If you have a remaining balance, ask them to send it to you by mailing a check.

STILL HAVE QUESTIONS? CALL US OR STOP BY AND WE WILL BE HAPPY TO HELP YOU.

WE APPRECIATE YOUR BUSINESS!



SWITCH KIT - DIRECT DEPOSIT REQUEST

Form 1

I have recently changed banks and would like to have my direct deposit changed to my new account at F&M Bank and Trust. Please discontinue transactions from my old account as of this date. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your assistance in this matter.

Employer or Company Name _____

Employer or Company Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Personal Information

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone Number _____

Employee ID or Account # _____

New Bank Account Information

Account Type: Checking Savings Money Market

F&M Bank Account # _____

F&M Bank Routing # 061112597

Signature _____

Date _____



SWITCH KIT – AUTOMATIC WITHDRAWAL CHANGE REQUEST

Form 2

I have recently changed banks and would like to have my automatic withdrawal(s) changed to my new account at F&M Bank and Trust. Please discontinue transactions from my old account as of this date. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your assistance in this matter.

Company Name _____
Company Address _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____

Personal Information

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Daytime Phone Number _____
Email Address _____
Customer Number/Account Number _____

Former Bank Account Information

Account Type: Checking Savings Money Market
Bank Name _____ Bank Account # _____
Bank Routing # _____

New Bank Account Information

Account Type: Checking Savings Money Market
F&M Bank Account # _____
F&M Bank Routing # 061112597

Signature _____
Date _____



SWITCH KIT – ACCOUNT CLOSING REQUEST

Form 3

Please close the following checking account(s) and send a check for any remaining funds to the address below. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed. Thank you for your assistance in this matter.

Bank Information

Financial Institution _____
Address _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____

Personal Information

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Daytime Phone Number _____
Email Address _____

Please close the following account(s)

Account Type: Checking Savings Money Market
Bank Name _____ Bank Account # _____

Account Type: Checking Savings Money Market
Bank Name _____ Bank Account # _____

Account Type: Checking Savings Money Market
Bank Name _____ Bank Account # _____

Account Type: Checking Savings Money Market
Bank Name _____ Bank Account # _____

Signature _____

Date _____