

Moving all your accounts to Athens Federal has never been easier!
Simply refer to the following guide to make your switch easy and convenient.
For assistance, please contact any of our customer service representatives at one
of our seven convenient locations. *We are here to help every step of the way!*



- To **close an account and transfer** any remaining funds, you may need:
 - Recent bank statements with your old account number(s)
 - New AFCB account number(s)
 - AFCB routing number: 264271183
 - Form #1** - Account Closing Notification (*provided by AFCB*)
 - Follow up to ensure all checks have cleared your old account
 - Double check maturity dates if transferring a Certificate of Deposit (CD) in order to avoid potential penalties.

- To **change your payroll or direct deposit**, you may need:
 - Recent bank statements with your old account number(s)
 - New AFCB account number(s)
 - AFCB routing number: 264271183
 - Form #2** - Direct Deposit Request (*provided by AFCB*)

- To **change your Social Security deposit**, you may need:
 - New AFCB account number(s)
 - AFCB routing number: 264271183
 - www.ssa.gov/deposit/howtosign.htm
Visit website above to change your deposit online or print out the government's Standard Form 1199A (*also available at AFCB*)

- To **change an automatic payment or withdrawal***, you may need:
 - Recent statement from vendor
 - New AFCB account number(s)
 - AFCB routing number: 264271183
 - Form #3** - Automatic Payment Request (*provided by AFCB*)
 - You may need to complete a separate form for each vendor that debits money from your account

*Athens Federal offers free **online banking** and **Bill Pay** - easy, stress-free ways to manage your account and control the timing of electronic payments.

- To discuss **transferring an existing loan**, you may need:
 - Recent loan statements with loan account information and balance remaining
 - Form #4** - Loan Transfer Worksheet (*provided by AFCB*)

- To **transfer a 401K** (or other retirement account), you may need:
 - Recent account statement(s)
 - Contact information for your employer or former employer
 - New AFCB account number(s)

FORM #1

ACCOUNT CLOSING NOTIFICATION

Please accept this letter as authorization to close my account(s) with your institution. Please close the account(s) listed below.



To:

Bank Name _____

Bank Address _____ City _____ ST _____ Zip _____

Account Number _____

Type of Account: Checking Savings Money Market Other _____

Account Number _____

Type of Account: Checking Savings Money Market Other _____

Account Number _____

Type of Account: Checking Savings Money Market Other _____

Account Number _____

Type of Account: Checking Savings Money Market Other _____

Please send any remaining funds in the accounts listed to the following address:

Athens Federal Community Bank • PO Box 869 • Athens, TN 37371-0869

Deposit Instructions:

Deposit entire amount to checking account number: _____ OR

Deposit \$ _____ to savings account number: _____ AND
the remainder to checking account number: _____

I authorize (check all that apply):

- The listed entity to close the account(s) listed here.
- The transfer of my funds to Athens Federal Community Bank checking and/or savings account(s) as indicated.
- Athens Federal to credit deposits to my account(s) as specified.

Signature: _____

Date: _____

FORM #2

DIRECT DEPOSIT REQUEST

Please accept this letter as notification that I have established a new checking and/or savings account at Athens Federal Community Bank. I would like my paycheck to be automatically deposited to my Athens Federal account according to the instructions below.



To: Payroll Department

Employer/Company Name _____

From: _____

Subject: Payroll Direct Deposit

Date: _____

- Establish Direct Deposit
- Change my existing Direct Deposit



Deposit Instructions:

- Deposit entire amount to checking account number: _____ OR
- Deposit \$ _____ to savings account number: _____ AND
the remainder to checking account number: _____

Athens Federal Community Bank Routing Number: 264271183

I authorize (check all that apply):

- The listed employer/company to change deposits of my funds to my Athens Federal checking or savings account.
- Athens Federal to credit funds to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____

Date: _____

FORM #3

AUTOMATIC PAYMENT REQUEST

Please accept this letter as notification that I have established a new checking and/or savings account at Athens Federal Community Bank. I would like the following payment to be automatically debited from the Athens Federal account listed below.



- Establish Automatic Payment OR
- Change my existing Automatic Payment

Automatic Payment Information

Company Name: _____

Company Account Number: _____

Payment Amount: \$ _____

Personal Information

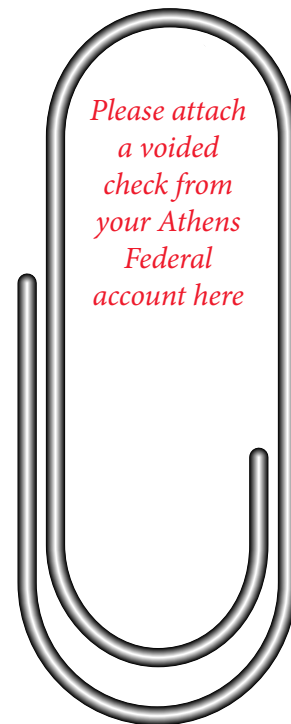
Name: _____

Mailing Address: _____

City: _____ ST _____ Zip _____

Daytime Phone Number: _____

Email Address: _____



Bank Account Information

Account Type: Checking Account Savings Account Money Market Account

Athens Federal Account Number: _____

Athens Federal Community Bank Routing Number: 264271183

I authorize (check all that apply):

- The company listed to initiate withdrawal of my funds from the above Athens Federal account.
- Athens Federal to debit funds from my account.
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____

Date: _____

FORM #4

LOAN TRANSFER WORKSHEET

Use this worksheet to list all of your current loans. For assistance and to complete the loan application process, please contact an Athens Federal Community Bank loan officer at one of our seven convenient locations.



1. _____
Name of Financial Institution

Type of Loan (Auto, Mortgage, HELOC, etc.)

Loan Account Number

Balance Remaining (\$)

3. _____
Name of Financial Institution

Type of Loan (Auto, Mortgage, HELOC, etc.)

Loan Account Number

Balance Remaining (\$)

2. _____
Name of Financial Institution

Type of Loan (Auto, Mortgage, HELOC, etc.)

Loan Account Number

Balance Remaining (\$)

4. _____
Name of Financial Institution

Type of Loan (Auto, Mortgage, HELOC, etc.)

Loan Account Number

Balance Remaining (\$)

*All loans are subject to credit approval. This worksheet is NOT a substitute for an Athens Federal loan application. Please contact an Athens Federal loan officer to apply for a loan.