



Let us show you how switching to MOULTRIE BANK & TRUST is as simple as 1-2-3.

- ① Step 1: Set up direct deposit
  - Complete a Direct Deposit Transfer Form
  - Provide the form to your employer's Human Resources or payroll processing contact.
  - You may be able to set up direct deposit via an online employee portal so make sure to ask your employer if this is an option.
  
- ② Step 2: Transfer automatic payments (ACH Transactions)
  - Complete an Automatic Payment Change form for each payee or biller. Examples of common drafts are utilities, insurance, and gym memberships.
  - Provide a completed form to each payee or biller.
  - Do not forget to change automatic payments that use your old debit card.
  
- ③ Step 3: Close your old account
  - Make sure all outstanding checks and ATM/debit card transactions have cleared your old account and direct deposits and automatic withdrawals are appearing on your new MOULTRIE BANK & TRUST account statement.
  - Complete an account Closing Form and submit it to your former bank.

Please Note: Moultrie Bank & Trust cannot guarantee that these forms will be accepted in every instance. Your previous financial institution and/or your service partners may require you to make any of these requests in person or through a method other than mail. They may also require more, or different, information than is contained on the forms provided.



# Direct Deposit Transfer Form

To:

Name

Company Name

Company Address

City, State, Zip Code

I would like to:     **Establish Direct Deposit**  
using the information below.

**Change my existing Direct Deposit**

Employee ID Number

Social Security Number

## Checking Account 1

Account Number

**061221491**

**MB&T Routing Number**

Amount (in dollars or percentage of deposit)

## Checking Account 2 (optional) Account

Number

Amount (in dollars or percentage of deposit)

I hereby authorize \_\_\_\_\_ (employer/3rd party) to make these deposits directly to my **MOULTRIE BANK & TRUST** account(s) shown above and authorize MB&T to accept these deposits.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code



600 Veterans Parkway North Moultrie, GA 31788  
229-785-1300  
www.mbtga.com

# Automatic Payment Change Form

To Whom It May Concern,

I would like to **change accounts for automatic withdrawals**. Below is the date I would like to end payments from my former account along with the information you will need to begin drawing money from my new **MOULTRIE BANK & TRUST** account.

Date to Discontinue Withdrawal

Company Making Withdrawal

Company Address

City, State, Zip Code

## My Former Bank Account

Bank Name

Bank Routing Number

Account Number

Checking      Savings

For (reason for payment)

On (date of month)

## My New MOULTRIE BANK & TRUST Account

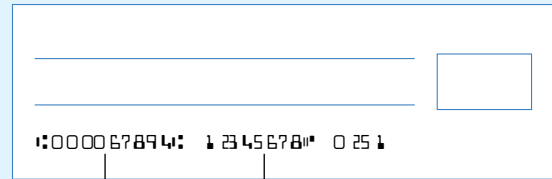
061221491

**MOULTRIE BANK & TRUST Routing Number**

MOULTRIE BANK & TRUST Account Number

Checking      Savings

Locating your routing and account number on your check



Routing number

Checking account number

Sincerely,

Customer Signature

Date

Customer Name (printed)

Customer Phone Number

Customer Address

Customer Email Address

City, State, Zip Code



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# Account Closing Form

To:

Name

Company Name

Company Address

City, State, Zip Code

I would like to **close my existing account(s)** using the information below.

## Checking Account Information

Checking Account Number

## Savings Account Information

Savings Account Number

All remaining balances should be sent to me at the address below.

Sincerely,

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Customer Signature and Date

---

Co-signer Signature and Date

Customer Name (printed)

Co-signer Name (printed)

Customer Address

Customer Phone Number

City, State, Zip Code

Customer Email Address



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## Frequently Asked Questions

- ✓ **How long until my automatic payments transition to my MOULTRIE BANK & TRUST account?**  
It depends on when your request is received by your service provider. Most requests are typically processed within a few weeks.
- ✓ **How will I know that my request has been received and processed?**  
Carefully monitor your accounts at your former bank and at MOULTRIE BANK & TRUST to ensure all requested automatic payments have successfully transferred. You should see the deposit or withdrawal appear on your MB&T statement and disappear from your former bank's statement.
- ✓ **What if a service provider attempts an automatic payment from my former bank account after I have already closed it?**  
Do not close your former account until you have confirmed that all automatic payments have successfully transferred to your new MOULTRIE BANK & TRUST account.
- ✓ **How can I find the information I need to change a direct deposit/payment?**  
Contact your service provider directly if you need to collect or verify any information about your account.
- ✓ **How do I change my Social Security direct deposit?**  
Please visit [www.login.gov](http://www.login.gov) or [www.ssa.gov](http://www.ssa.gov) to change/setup direct deposit for Social Security benefits or call 1-800-772-1213.

