

Date:	
To (Company):	
Address:	
City, State, Zip Code:	

RE: Change of Instructions for Automatic Payment (Bill Pay)

To Whom it May Concern:

I have recently changed banks and will need to have my automatic payment switched immediately from my old account to my new account with First Bank of Baldwin. My information is below:

My personal information is as follows:

Billing Account Number:	
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I currently have my automatic payment coming out of the following account:

Financial Institution:	
Account Number:	
Bank Routing Number:	

I would like this redirected to my new First Bank of Baldwin account as soon as possible:

Type of Account:	(i.e. Savings or checking)
Account Number:	
Bank Routing Number:	091804147

If you need any additional information, please call me at: _____

Thank you.

Sincerely,

Signature

Name:	
Address:	
City, State, Zip Code:	

Enclosed: Voided check from my new First Bank of Baldwin account

Date:	
To (Company):	
	Attn: Customer Service Department
Address:	
City, State, Zip Code:	

RE: Request to Close Account

To Whom it May Concern:

I have recently changed banks and would like to close this account below immediately.

My Account Number with your bank:	
Names on the Account:	

Please forward all remaining funds to me at the following address:

Address:	
City, State, Zip	

If you need any additional information, please call me at: _____

Thank you.

Sincerely,

Signature

Joint Account Holder Signature

Date:	
To (Company):	
Address:	
City, State, Zip Code:	

RE: Change of Instructions for Direct Deposit

Dear Employer:

I have recently changed banks and will need to have my payroll direct deposit switched from my old account to my new account with First Bank of Baldwin.

My personal information is as follows:

Name:	
Social Security Number:	

I currently have my direct deposit going to:

Financial Institution:	
Account Number:	
Bank Routing Number:	

Please change this to my new account with First Bank of Baldwin as soon as possible:

Type of Account:	(ie Savings or checking)
Account Number:	
Bank Routing Number:	091804147

If you need any additional information, please call me at: _____

Thank you.

Sincerely,

Signature

Name:	
Address:	
City, State, Zip Code:	

Enclosed: Voided check from my new First Bank of Baldwin account

Date:	
To (Company):	
Address:	
City, State, Zip Code:	

RE: Change of Instructions for Automatic Deposit

To Whom it May Concern:

I have recently changed banks and will need to have my automatic deposit switched immediately from my old account to my new account with First Bank of Baldwin.

My personal information is as follows:

Name:	
Social Security Number:	
My Account Number with your organization:	
Deposit Amount:	(if applicable)

I currently have my direct deposit going to:

Financial Institution:	
Account Number:	
Bank Routing Number:	

Please change this to my new account with First Bank of Baldwin as soon as possible:

Type of Account:	(i.e. Savings or checking)
Account Number:	
Bank Routing Number:	091804147

If you need any additional information, please call me at: _____

Thank you.

Sincerely,

Signature

Name:	
Address:	
City, State, Zip Code:	

Enclosed: Voided check from my new First Bank of Baldwin account