

Getting Started

Identify the automatic deposits and deductions that you'll be switching to Abbeville First Bank.



1. Your **Abbeville First Bank Personal Banker** is _____

Abbeville First Bank Contact information is:

Phone: 864-366-2158
 Fax: 864-366-9510
 Email: info@abbevillefirst.com

Physical Address:	Mailing Address:
205 S Main Street	P.O. Box 428
Abbeville SC 29620	Abbeville SC 29620

2. For your reference, your new:

Abbeville First Bank Account Number is _____

Abbeville First Bank ABA Routing Number is **253271806**.

3. Your previous account number and ABA routing number are:

Former Bank Name _____

Former Account # _____

Former ABA Routing # _____

4. Please use the table below to record your automatic deposits or deductions:

Automatic Deposits

Date	Company Name	Account Number	Deposit Amount*

Automatic Deductions

Date	Company Name	Account Number	Deduction Amount*

*Amounts may vary

Did you know?...

...Your **ABA Routing Number** is the first group of nine (9) numbers found at the bottom of a check.

...**Automatic Deposits** are recurring payments automatically deposited into your account on a regular basis (i.e. payroll, social security, alimony, dividend, or disability payments).

...**Automatic Deductions** are recurring payments automatically withdrawn from your account on a regular basis (i.e. mortgage payments, gym membership fees, or insurance premiums).

...In order to complete the switch to **Abbeville First Bank**, **you will need to contact the companies** you have listed to the left and make them aware of your new banking relationship. They may need additional documents.



Abbeville First Bank

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Automatic Deductions

Next, notify anyone who automatically deducts funds from your account, that you would now like deductions to be made from your new Abbeville First Bank account.



It's as easy as 1-2-3:

1. Complete separate form for each recurring automatic deduction. Don't forget to sign and date the form below.
2. Attach a voided check from your new **Abbeville First** account.
3. Send this form to each company that is currently authorized to make deductions from your account.

Company Name _____

Company Address _____

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at **Abbeville First Bank**. My information is as follows:

My name as it appears on your records _____

My account number as it appears on your records _____

My Address _____

My phone number _____

Please switch my automatic deposit to this account: Checking Savings

Abbeville First Bank Account Number _____

Abbeville First Bank ABA Routing Number **253271806**

Effective:	<input type="radio"/> Immediately	Physical Address:	Mailing Address:
	<input type="radio"/> On ___/___/___	205 South Main Street Abbeville SC 2962	P.O. Box 428 Abbeville, SC 29620

I hereby authorize the above listed company to initiate withdrawals of funds from my **Abbeville First Bank** account. It is agreed that these withdrawals and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until I send written notice to cancel.

Signature _____

Date _____

Things to Consider:

Confirm your automatic deduction is being withdrawn from your new **Abbeville First Bank** account before closing your old account.

Automatic deductions should take effect with two withdrawal periods.

Some companies or organizations may require a special form. Please contact the company to make sure that no other forms are required.

Always check the status of your account by reviewing your **Abbeville First** statement, checking your account online at www.abbevillefirst.com, or speaking with your personal banker.



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Closing Your Old Account



Follow these easy steps:

1. Complete separate form for each account to be closed. Don't forget to sign and date the form below.
2. Send this form to your former bank after all of your existing activity has cleared and recurring automatic deposits and deductions have been switched to **Abbeville First Bank**.*

Former Bank Name _____

Name-Primary Account Holder

Name- Secondary Account Holder

To Whom It May Concern:

Please close my bank account as described below: **Effective:** **Immediately**
 On ___/___/___

Account #1

Name on account _____

Account Number _____ Checking Savings Money Market

Please send the balance of this account by Official Check* to:

Abbeville First Bank
Attn: Deposit Operations
P.O. Box 428
Abbeville SC 29620

If you have any questions, please contact me at _____

Signature _____

Date _____

Signature _____

(If needed)

Date _____

*Fee(s) may apply

Things to Consider:

Once all outstanding checks have cleared and automatic deposits and automatic deductions are being processed through your Abbeville First Bank accounts, you're ready to close your old accounts.

Your old bank may require additional forms or a written request to close accounts. Contact your old bank to make sure no other forms are required.

Always check the status of your account by reviewing your **Abbeville First** statement, checking your account online at www.abbevillefirst.com, or speaking with your personal banker.



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