



Request & Approval to Change My Automatic Transfer

Print and complete a copy of this form to notify any banks or companies that you are authorizing your automatic transfer (examples: loan payment, insurance payment, transfers to brokerage accounts, transfer to savings accounts, etc.) to your First Community Bank account. This form is recommended for fixed dollar amount transfers.

You are currently making the following automatic transfer on my behalf:

\$ _____

From: _____
Name of former Bank or Company & Account Number

To: _____
Name of Institution & Account Number

Schedule/Frequency: _____

Please use this letter as my authorization to switch the transfer to the below listed account at First Community Bank.

Institution: First Community Bank Routing number: 064204075

Account Number: _____

All other aspects of the transfer should remain the same. Please make this change effective as of: _____

If you need further information to complete the change, I can be reached at:

Signature(s) _____
Date

Signature(s) _____
Date