

Business Account Transfer Request

Sole Proprietor Partnership Corporation LLC

Date: _____

Current Financial Institution (FI) Name: _____

Address: _____

City, State and Zip Code: _____

Phone Number: _____

Business Name on Account: _____

Contact Name: _____

Phone Number: _____

Authorized Signer(s) on Account: _____

Social Security Number: _____

Type of Account: Checking Savings Other: _____

Current FI Account Number: _____

To Whom It May Concern:

I hereby direct you to complete the requested transfer from the above account to my account at Heritage Bank. Check (or wire transfer) should be made payable to Heritage Bank with my account number listed below:

Heritage Bank

P.O. Box 935

Jonesboro, Georgia 30237

Please transfer the entire balance and close this account immediately.

Please transfer \$ _____ immediately.

Please transfer \$ _____ on ____/____/____.

Other: _____

Bank Routing Number: 261170533

Heritage Bank Account Number: _____

If you have any questions about this request, please contact me during the day / evening (circle one) at the following phone number _____.

Thank you for your attention to this matter.

Sincerely,

Signature

Name (Print)

Address

City, State and Zip code

If further information is needed from the financial institution, please contact Heritage Bank at (770) 478-8881 and ask for _____.

Note to customer: Heritage Bank will waive the incoming wire fee for this transaction. However, we recommend checking with your current financial institution regarding any fees they may charge to make the transfer.

