

# Personal Account Transfer Request

Individual     Joint     Payable on Death

Date: \_\_\_\_\_

Current Financial Institution (FI) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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.

