

AUTHORIZATION TO CLOSE CHECKING ACCOUNT

Complete this form and mail it to your former bank to notify them that you are closing your account and would like to receive a check for the remaining balance. Please allow time for direct deposits or checks that may already be in process.

Print and complete a copy of this form for each checking account that you have at your existing bank.

Please close my checking account at:

Name of old Financial Institution: _____

Account Number: _____

Name on Account: _____

Secondary Name on Account: _____

Social Security Number: _____

Please send a check payable to me/us for the remaining balance in the above-described account directly to me/us at this address:

Address: _____

City: _____ State: _____ Zip Code: _____

Please establish direct deposit into my BB&T checking account.

BB&T's ABA Routing Number: _____

My New BB&T Account Number: _____

I have enclosed a deposit slip to verify my new BB&T account number.

Signature(s) _____ Date _____



REQUEST AND APPROVAL TO CHANGE AUTOMATIC TRANSFER

Print and complete a copy of this form to notify any banks or companies that you are authorizing your automatic transfer (ex: loan payment, insurance payment, transfers to brokerage accounts, transfers to savings accounts, etc.) to your new BB&T account.

This form is recommended for fixed dollar amount transfers.

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

From:

Name of 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 BB&T.

Institution: BB&T

Routing Number:_____

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 contacted at:_____

Signature(s):_____ Date:_____



AUTHORIZATION TO CHANGE DIRECT DEPOSIT/AUTOMATIC DEPOSITS

Print and complete a copy of this form for each depositor with whom you have arranged for direct deposit (ex: payroll, dividends, royalties, etc.) to notify them that you are authorizing the direct deposit to be made to your new BB&T account.

Please allow sufficient time for change.

My checking account at the following financial institution has been closed:

Name of old Financial Institution: _____

Old ABA Routing Number: _____

Old Account Number: _____

Name on Account: _____

Social Security Number: _____

Please establish direct deposit into my BB&T checking account.

BB&T's ABA Routing Number: _____

My New BB&T Account Number: _____

I have enclosed a deposit slip to verify my new BB&T account number.

Signature(s): _____ Date: _____

AUTHORIZATION TO CHANGE AUTOMATIC PAYMENT/DRAFT

Complete this form to cancel automatic payments/drafts (ex: utilities, telephone, etc.) that you make from your former bank account. Print as many copies of this form as you need and mail one to each of the companies that you have an automatic payment/draft with before your next payment is due.

Please allow sufficient time for change. This form is recommended for variable dollar amount transfers.

I have closed my checking account at:

Name of old Financial Institution: _____

Old ABA Routing Number: _____

Old Account Number: _____

Name on Account: _____

Social Security Number: _____

I hereby authorize automatic payment/draft from my new checking account at BB&T.

Company to receive this form: _____

My/our account number at this company: _____

BB&T's ABA Routing Number: _____

My New BB&T Account Number: _____

Signature(s): _____ Date: _____

Daytime Phone Number: _____

SWITCH CHECKLIST

To ensure a smooth transition, please take a moment to go over this checklist and make sure you've covered everything you need to begin your relationship with BB&T.

Did you?

Choose your branch.

You can find a convenient branch online at www.bbandt.com/locations

My Branch Information:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Meet your relationship banker and set up your new BB&T accounts.

My relationship banker: _____

Close your checking accounts at your old bank.

Change your automatic transfers over to your new BB&T accounts.

Change your direct deposits to your new BB&T accounts.

Change your automatic payments and drafts over to your new BB&T accounts.

BB&T

Discover your opportunity here.