

AUTOMATIC PAYMENT WORKSHEET

Complete a copy of this form to redirect each of your automatic payments. Mail each form, along with a voided check from your First Port City Bank Account, to the appropriate business, utility organization or merchant.

TO WHOM IT MAY CONCERN, PLEASE REDIRECT MY AUTOMATIC PAYMENT:

EFFECTIVE: Immediately / Beginning On: _____

Business/Organization: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Please change my payment information so that payment is taken from my new account:

First Port City Bank Account Number: _____

First Port City Bank Routing Number: **061202452**

Signature: _____ Print Name: _____

Date: _____

HELPFUL HINT: Automatic payments should take effect within two withdrawal periods. Keep your old account open until all automatic payments have been switched to your new First Port City Bank Account. If you don't see the change by this time, please contact the company.

****A First Port City Bank CSR/Personal Banker will be glad to assist you with bill payment set up. Simply provide a copy of your billing statements and/or invoices.***



Need Help? Contact Us:
229-246-6200 - Georgia
904-557-9355 - Florida

FORM-APW
REV. 120424

