



## Automatic Payment Request Organizer

This worksheet will help you identify and transfer any Automatic Payments from your previous bank statements.

### Before Sending the Automatic Payment Request:

1. Identify any existing automatic payments you have.
2. Use the enclosed form to request that your automatic payment be established at First Columbia Bank & Trust Co.

### Common Automatic Payments:

- |                         |                  |                         |
|-------------------------|------------------|-------------------------|
| -Mortgage/Rent          | -Oil Company     | -Department Store Cards |
| -Home/Renters Insurance | -Home/Cell Phone | -Loans                  |
| -Auto Loan/Lease        | -Credit Cards    | -Health/Life Insurance  |
| -Electric/Gas Company   | -Memberships     | -Water                  |

### After you have sent the Automatic Payment Request:

1. Verify requests have been processed by monitoring your account from the FirstLink Online Banking Center at [www.firstcolumbiabank.com](http://www.firstcolumbiabank.com).
2. Maintain the account at your previous bank until all automatic payments have switched over to your new First Columbia Bank & Trust Co. account.

Company Name	Last Draft Date	Date Letter Mailed	Estimated Switch Date	Switched to FCBT
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N
				Y / N