



Change of Address Procedures For Our Account Holders

Customers who wish to change their mailing address on record at FNB Bank, MUST complete, sign and return the “Address Change” form that follows. FNB Bank can only process requests once a completed form has been returned and the signature has been verified.

You may complete the attached form and return it to any of our branches. Signatures require verification; therefore if you are not known personally to the bank employee accepting this request, you may be asked for a valid photo ID to verify your identity.

Banking regulations to protect customer's identification prevent the acceptance of change of addresses by e-mail or telephone. In all cases, verification of the customer's written signature is required prior to changing an address.

RETURN MAIL POLICY-All returned mail returned to FNB Bank by the US Postal Service (USPS), will be maintained for a period of not more than 24 months. If we receive a “Return Mail” status, all statement/notice mailing will be halted. This will include Overdraft Notices and Returned Check Notices. If a forwarding address is provided by the USPS, a letter and “Address Change” form will be mailed to the forwarded address. This form must be received back and signature validated before any changes are made. *Remember-notice to the US Postal Service IS NOT notice to your bank!*

FAILURE TO COMPLY- If we do not receive a request or are unable to reach a customer-further action may be taken. This includes but is not limited to; halt of all mail correspondence, temporary restriction of MasterCard Debit Card, temporary suspension of online banking access/bill pay access, as well as suspension of all transfer rights.

***Address Change Request Form follows on next page**

105 N. High Street
P. O. Box 1037
Romney, WV 26757
(304) 822-8700
FNBtoday.com



Address Change Request Form

Your Full Name (print): _____ DOB: _____

Are there any other account holders in your household affected by this change? _____

If yes, please list their names and birthdates:

Full Name (print): _____ DOB: _____

Full Name (print): _____ DOB: _____

Full Name (print): _____ DOB: _____

Full Name (print): _____ DOB: _____

PREVIOUS ADDRESS INFORMATION

ADDITIONAL INFORMATION

HOME PH: _____
WORK PH: _____
MOBILE PH: _____
EMAIL ADDRESS: _____

CURRENT ADDRESS INFORMATION

LIST ALL DIRECTLY-OWNED ACCOUNTS

CHECKING: _____
SAVINGS: _____
ATM/DEBIT: _____
LOANS: _____
SDB: _____
COD/IRA: _____

Do you or any member of your household have an FNB MasterCard Debit Card? _____

Do you or any member of your household order checks through FNB or Main Street? _____

Do you or any member of your household have an FNB branded Credit Card? _____

Signature: _____ Date: _____

TO SUBMIT:

FAX: Fax to FNB Bank Bookkeeping at 304-822-5309.

Mail: Mail to FNB Bank, P. O. Box 1037, Romney, WV 26757.

Deliver: To any FNB Bank location or night-drop box.

Questions? Contact Bookkeeping at 1-800-482-8110 or 304-822-8700.

FOR INTERNAL USE:

Received by: _____ Date: _____

Processed by: _____ Date: _____