



Change of Address Procedures For Our Account Holders

Customers who wish to change their mailing address on record at FNB Bank may do so by logging into their on-line banking at <https://fnbtoday.myebanking>. If you do not have an on-line banking account, you 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: _____