

## How To Submit Your Change of Address or Update Other Personal Information

**Maintaining your current mailing address and other personal contact information is very important to Southwest Georgia Bank. Incomplete or inaccurate information may result in delays for the Bank contacting you concerning issues with your account(s). Providing updated information is simple and can be accomplished in any of the three methods described below.**

Method One: Complete the attached Change of Address/Customer Information Update Form

There are two ways you can complete this form:

- 1) Enter information directly on the form on your computer:
  - A) Enter your name, social security number and all information that needs to be changed or updated.
  - B) Print a copy of the completed form, sign it and mail to the address on the form. Please put on envelope "Attn: Change of Address".
  - C) A copy of the form cannot be saved so be sure to print a copy before closing out of the website.
- 2) Enter information on a blank copy of the form:
  - A) Print a blank copy of form.
  - B) Write or type your name, social security number and all information that needs to be changed or updated.
  - C) Sign the form and mail it to the address on the form. Please put on envelope "Attn: Change of Address".

Method Two: Call your local Southwest Georgia Bank Branch Office

One of our Customer Service Representatives will be glad to assist you in updating your contact information.

Method Three: Southwest Georgia Bank's Online Banking

If you are a Southwest Georgia Bank Online Banking user, then just follow these simple steps:

- 1) Login into your Southwest Georgia Bank Online Banking account
- 2) Click on the Contact tab at the top of the Home page
- 3) On the Message Center Page, click on the New tab
- 4) A template will appear where you can enter your new contact information in the message box. Please put in the subject box Updated Contact Information.
- 5) After all updated information is entered, click the submit tab and a secure email will be sent to Southwest Georgia Bank's Operation Center.

If you are not sure if we have your most updated information, please contact us in any of the above methods and we will either verify what we have is correct or update your information as needed.

# Southwest Georgia Bank

P. O. Box 3488

Moultrie, GA 31776-3488

## Change of Address/Customer Information Update

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Old Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

New Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Physical Address: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

Current Driver's License's Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

**Please change my (our) address as listed above for all of my accounts. Any exceptions should be listed below.**

\_\_\_\_\_  
\_\_\_\_\_

Primary Account Holder Signature: \_\_\_\_\_

Date

Secondary Account Holder Signature: \_\_\_\_\_

Date

Additional Account Holder Signature: \_\_\_\_\_

Date

(For Bank Use Only)

Requested:  In Person  By Mail

By Telephone  By Online Banking

CIF Number: \_\_\_\_\_ CIF Number: \_\_\_\_\_

How Identity Verified: \_\_\_\_\_

Identity Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Changed on System By: \_\_\_\_\_ Date: \_\_\_\_\_

Change Verified By: \_\_\_\_\_ Date: \_\_\_\_\_