

AUTOMATIC DRAFTS CHANGE

PLEASE CHANGE ACCOUNTS FOR AUTOMATIC WITHDRAWALS/DRAFTS

(e.g., mortgage payments, insurance premiums, gym memberships, etc.) Allow 15 days for processing

DATE _____

COMPANY NAME _____

COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP _____

TO WHOM IT MAY CONCERN

I've recently changed banks and opened an account with _____. A withdrawal/draft in the amount of \$_____ is currently being withdrawn on _____ from the following:

FINANCIAL INSTITUTION _____

ROUTING NUMBER _____ ACCOUNT NUMBER _____

Please stop the automatic withdrawal/draft from the current account on _____ and start the withdrawal/draft from the following account:

ROUTING NUMBER _____ BANK NAME _____

ACCOUNT NUMBER _____

BANK ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

CONTACT _____

IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST, PLEASE CONTACT ME. THANK YOU.

SIGNATURE _____ DATE _____

FULL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ DAY EVENING

EMAIL ADDRESS _____

AMOUNT OF WITHDRAWAL/DRAFT _____

DAY OF MONTH OF WITHDRAWAL/DRAFT _____