

AUTOMATIC PAYMENTS LETTER



Company Name

Address

City / State / Zip Code

ATTENTION: Accounts Receivable/ Accounting

Subject: Switching My Automatic Payments

I have recently changed banks and would like to have my automatic payments with your company changed to my new account. Please discontinue debiting the account below and begin making automatic withdrawals from my new Union Bank Account. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

(Original signature required to authorize change)

Date

Automatic Payment Information

First Name

Amount Debited (enter payment amount or "amount due")

Last Name

Previous Bank Name

Address

Routing Number

Account Number

City / State / Zip Code

Purpose

Date of Payment

Day Phone

New Bank Name

Evening Phone

Routing Number

Account Number