

DIRECT DEPOSIT LETTER



Company Name

Address

City / State / Zip Code

Subject: CANCEL AUTOMATIC PAYMENT

I have recently changed banks and would like to update my direct deposit. Please discontinue my current direct deposit instruction and begin making direct deposit(s) into my new Union Bank account. If you have any questions regarding this request, please contact me my 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

Last Name

Address

Social Security Number

City / State / Zip Code

Day Phone

Evening Phone

Amount Deposited (enter deposit amount or "total" deposit)

Previous Bank Name

Routing Number

Account Number

New Bank Name

Amount Deposited (enter deposit amount)

Routing Number

Account Number