



## Change Automatic Withdrawal

\_\_\_\_\_  
Name of Company (make automatic withdrawals)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip

To whom it may Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount) for my \_\_\_\_\_ (what payment is for),  
\_\_\_\_\_ (account or other identifying number), on \_\_\_\_\_  
(when) from the following account:

Old Bank: \_\_\_\_\_  
Bank Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Please stop making withdrawals from that account and instead make them from:

New Bank: \_\_\_\_\_  
Bank Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me during the **day/evening** (circle one)  
at (\_\_\_\_) \_\_\_\_\_ (phone).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip