

Automatic Payments Letter

Company Name (Payee)

Company Address

City, State, Zip

RE: Switching My Automatic Payment

Attention: Accounts Receivable/Accounting

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 below account and begin making automatic withdrawals from my new BSB 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 authorized to make change)

Date

Automatic Payment Information

Name

_____/_____
Phone: Day/Evening

Address

_____/_____
City, State, Zip Code

Old Bank Name

_____/_____
Old Routing Number/Account Number

Reason for Payment

\$_____
Amount of Payment Date of Payment

Border State Bank

New Bank Name

091216133_____
New Routing Number/Account Number

