



AUTOMATIC PAYMENTS LETTER

Company Name

Company Address

City, State, Zip Code

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 **Security BankUSA 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

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

Security BankUSA
Bank Name

091201258 /
New Routing Number/ Account Number