

Automatic Debit – Change of Instructions

To: Name of Company

Department / Person

Street Address

City, State, Zip Code

RE: Change of Instructions for Automatic Account Debit

This letter is to inform you I have recently changed banks and need to have my automatic account debit switched from my old bank account to my new bank account. My account number with your company along with the routing and account numbers for both banks are listed below.

If you have any questions regarding this request, please do not hesitate to contact me in writing or by telephone at _____ .

Sincerely,

Authorized Signature *(Original Signature on Account Required To Authorize Change)*

Date

Street Address

City

State

Zip Code

Account Information

Name of Company

Account Number

Debit Amount

Debit Date *(if applicable)*

My automatic debit is currently set up as follows:

Bank Name

Account Number

Bank Routing Number

As soon as possible, I would like this automatic debit redirected to my new bank account.

First Bank Chicago

071922609

Bank Name

Account Number

Bank Routing Number