

# AUTO PAYMENT'S LETTER



\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

## RE: Switching My Automatic Payments

### 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 Industrial Bank 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 REQUIRED TO AUTHORIZE CHANGE) Date

## AUTOMATIC PAYMENT INFORMATION

\_\_\_\_\_  
NAME PHONE: DAY / EVENING (CIRCLE ONE)

\_\_\_\_\_  
ADDRESS CITY/STATE ZIP

\$ \_\_\_\_\_  
Amount debited (Enter payment amount or "amount due")

\_\_\_\_\_  
OLD BANK NAME ROUTING NUMBER ACCOUNT NUMBER

For: \_\_\_\_\_ On: \_\_\_\_\_  
PAYMENT OR REASON DATE OF PAYMENT

**Industrial Bank N.A.** \_\_\_\_\_  
NEW BANK NAME ROUTING NUMBER ACCOUNT NUMBER