

# Change Automatic Payments/Withdrawals

Make copies of this form as needed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company That Makes Automatic Withdrawal

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount) for my \_\_\_\_\_  
(what payment is for), \_\_\_\_\_ (account # receiving payment),  
\_\_\_\_\_ (when) from the following account:

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

Effective \_\_\_\_\_ (date), please stop making withdrawals from that account and instead, debit from:

Financial Institution Name: **Service Credit Union** \_\_\_\_\_

Routing Number: **211489656** \_\_\_\_\_

Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me during the

**DAY / EVENING** (circle one) at ( \_\_\_\_\_ ) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip