



Automatic Payment Transfer Letter

Date: _____

Name of Company Making Automatic Withdrawal

Address

City, State, Zip

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount)

For my _____ (what payment is for)

At _____ (account or other identifying number)

On _____ (recurring date)

From the following account:

Old Bank: _____

Bank Routing Number: _____

Account number: _____

Please stop making withdrawals from that account and instead make them from:

First State Bank

Routing Number: 111921777

Account Number: _____

If you have any questions about this request, please contact me at ____ - _____

Thank You,

Signature

Name (please print)

Address

City, State, Zip

