

Automatic Payment Letter

(Request to change automatic payment financial institution)

Company: _____

Address: _____

To Whom It May Concern,

I have switched financial institutions and authorize you to switch the following regular payment (ACH) to my account at First Service Federal Credit Union:

Routing number **244077682**

Checking account number 1050000 _ _ _ _ _

(total of 13 numbers as they appear on your checks)

If this letter is not sufficient to have my payment changed, please contact me at the number below or send me any necessary forms.

Thank you,

Printed Name

Signature

Address: _____

Phone #: (_____) _____

Date: _____