

# Automatic Withdrawal Change Form

\_\_\_\_\_  
Company Name (Payee)

\_\_\_\_\_  
Company Address

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

## RE: Switching My Automatic Payment

*To whom it may concern: I recently switched financial institutions and am requesting that my automatic payments with your company be changed to my new Planters Bank account. Please begin making automatic withdrawals from my new account and stop withdrawing from the old account listed below.*

*Thank you for your timely assistance in this matter. If you have any questions concerning this request, please contact me by phone at the number listed below.*

*Sincerely,*

\_\_\_\_\_  
Authorized Signature (Original signature required)

\_\_\_\_\_  
Date

## Automatic Payment Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone: Day

\_\_\_\_\_  
Phone: Evening

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Reason for Payment

\_\_\_\_\_  
Amount of Payment

\_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Old Financial Institution Name

\_\_\_\_\_  
Old Routing Number

\_\_\_\_\_  
Old Account Number

**Planters Bank**

\_\_\_\_\_  
New Financial Institution Name

\_\_\_\_\_  
New Routing Number

\_\_\_\_\_  
New Account Number

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FIRST BANK**

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