



Your Hometown Bank



# Change Automatic Payment Request

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Business/Entity to establish automatic payment

\_\_\_\_\_  
Address of Business/Entity

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

To Whom It May Concern:

Re: \_\_\_\_\_  
Account number/description of which automatic payment is to be established.

Please accept this letter as notification that I have established a new bank account with Western State Bank. Listed below are the relevant account and routing numbers needed for you to establish an automatic payment from my new Western State Bank account.

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

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

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

If this letter is not sufficient to establish automatic payment from my new account, please send me a copy of your company form to:

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number

Feel free to contact me with any questions or concerns.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name