

TO:

Company/Organization Name Making Automatic Payment:		Account Number at Company/Organization:	
Address:	City:	State:	Zip:

To Whom It May Concern:

Please be advised that I recently changed banks and would like to update my automatic payments for the account number listed below. Please discontinue debiting the account you have on record and begin debiting my new bank account:

Your Name (First, MI, Last):		Social Security Number:	
Address:	City:	State:	Zip:
New Bank's Name: Guaranty Bank & Trust	New Bank's Routing Number: 111915327	New Account Number:	
Type of Account (mark one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings		Effective (mark one): <input type="checkbox"/> Immediately <input type="checkbox"/> Beginning on: ____/____/____	

ATTACH A VOIDED CHECK HERE.

- Take a check for this account out of your checkbook.
- Write 'VOID' in large letters in ink across the front of the check.
- DO NOT SIGN THE CHECK!
- Staple the check to the form in this space.

(Note: If this is a new account, you may need to wait until your checks arrive before submitting this form.)

If you have any questions about this request, please call me. Thank you for your prompt assistance in this matter.

Phone Number:	Time of Day (mark one): <input type="checkbox"/> Day <input type="checkbox"/> Evening
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Sincerely,

Signature:	Date:
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Helpful Hint:

- The company/organization may require you to complete additional forms in order to process your change.