

Company Name: _____

Company Address: _____

ATTENTION: Accounts Receivable/Accounting Department

Subject: Payment by Automatic Debit

I am interested in having my payments to your company drafted electronically from my account. Please set my account up for this payment method and have it effective for my next payment due date. If you need any additional information, I can be reached at the number shown below. I appreciate your assistance in this matter. Please send a confirmation of this transaction to me at the address below.

Sincerely,

Authorized Signature (Original signature required to authorize change)

Date

Account Information

First Name: _____

Last Name: _____

Address: _____

City, State, Zip: _____

Day Phone: _____

Cell/Evening Phone: _____

Peoples State Bank

New Bank Name

111102842

New Bank Routing Account Number

\$ _____

Amount of payment or "total" due

Purpose

Date of Payment

