

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

ATTENTION: Accounts Receivable/Accounting Department

Subject: Switch My Automatic Payments

I have recently changed banks and would like to have my automatic payments with your company changed to my new account. Please discontinue debiting the account listed below and begin making automatic withdrawals from my new Peoples State Bank Account. If you have any question regarding this request, please contact me by mail or at the phone number listed below. Thank you for your prompt assistance in this matter.

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: \_\_\_\_\_

\_\_\_\_\_  
Previous Bank Name

\$ \_\_\_\_\_  
Amount Debited (payment amount or "amount due")

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

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

\_\_\_\_\_  
Purpose and Date of Payment

\_\_\_\_\_  
Peoples State Bank  
New Bank Name

111102842 \_\_\_\_\_  
New Bank Routing      Account Number



Ready to print Switch Kit Letters  
provided by Peoples State Bank.