

Automatic Withdrawal Change Request

Instructions

Automatic Withdrawal

After using the **Automatic Withdrawals and Direct Deposit Form** to identify the Automatic Withdrawals from your previous bank statements, use the **Automatic Withdrawal Change Request Form** to notify the merchant of your new bank information.

Also, don't forget you can manage your payments with City Bank & Trust Company's **FREE** Online Banking, **FREE** Online Bill Pay and/or **FREE** Mobile Banking.

Before sending the Automatic Withdrawal Change Request Form

1. Identify any existing automatic withdrawals.
2. Use the attached form to request that your automatic withdrawals be established at City Bank & Trust Company.
3. Maintain the account at your previous bank until you have confirmed that your Automatic Withdrawal(s) has been switched to your new City Bank & Trust account.

AUTOMATIC WITHDRAWAL CHANGE REQUEST

Company Name

Address

City, State, Zip

Subject: Switch My Automatic Withdrawal to a New Account

ATTN: _____

This form serves as notification that I wish to change instructions for my Automatic Withdrawal to my new **City Bank** account. If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

AUTOMATIC WITHDRAWAL INFORMATION

Name Phone: Day Evening

Address City/State Zip

Amount debited (Enter payment amount or "amount due")

Old Bank Name Routing Number Account Number

Payment or Reason Date of Payment

New Bank Name Routing Number Account Number

