

# Automatic Debit – Change of Instructions

\_\_\_\_\_  
To: Name of Company

\_\_\_\_\_  
Department / Person

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

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

## RE: Change of Instructions for Automatic Account Debit

This letter is to inform you I have recently changed banks and need to have my automatic account debit switched from my old bank account to my new bank account. My account number with your company along with the routing and account numbers for both banks are listed below.

If you have any questions regarding this request, please do not hesitate to contact me in writing or by telephone at \_\_\_\_\_ .

Sincerely,

\_\_\_\_\_  
Authorized Signature *(Original Signature on Account Required To Authorize Change)*

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

## Account Information

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Debit Amount

\_\_\_\_\_  
Debit Date *(if applicable)*

**My automatic debit is currently set up as follows:**

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

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

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

**As soon as possible, I would like this automatic debit redirected to my new bank account.**

\_\_\_\_\_  
First Bank Chicago

\_\_\_\_\_  
071922609

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

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

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