

# 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

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\_\_\_\_\_  
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

