



Your Hometown Bank



Change Automatic Payment Request

Date

Name of Business/Entity to establish automatic payment

Address of Business/Entity

City, State Zip

To Whom It May Concern:

Re: _____
Account number/description of which automatic payment is to be established.

Please accept this letter as notification that I have established a new bank account with Western State Bank. Listed below are the relevant account and routing numbers needed for you to establish an automatic payment from my new Western State Bank account.

Account Type: _____

Account Number: _____

Routing Number: _____

If this letter is not sufficient to establish automatic payment from my new account, please send me a copy of your company form to:

Customer Name

Street Address

City, State Zip

Phone Number

Feel free to contact me with any questions or concerns.

Sincerely,

Customer Signature

Date

Print Name