

Date: _____

Dear: _____

I am writing to notify you that my bank account is now at a different financial institution.

Therefore, the direct deposit information for my _____
account # _____ needs to be changed as well.

My payment is currently automatically deposited into my account # _____
at _____ on the _____ of the month. **I would like to transfer
these transactions to my new account at Heritage Bank and submit this letter as written
notification of that intention.**

I understand I need to give you at least two weeks notice prior to the next scheduled
transaction. Therefore, I expect the last transaction to _____ be the
one dated _____, and the first one to Heritage Bank to be dated
_____.

Thank you for your prompt attention to this request. I have enclosed a direct deposit
authorization form that includes the information necessary for you to begin depositing into my
Heritage Bank account. Please contact me at the phone number listed below if you have any
questions.

Sincerely,

SIGNATURE

Printed Name _____

Account # _____

Phone # _____

Address _____

City, State, Zip _____