

# AUTOMATIC PAYMENTS LETTER



Fill out form and mail to the accounting department of each company that pulls payments out of your account(s) automatically.

ATTENTION: Accounts Receivable/Accounting

*I have recently changed financial institutions and would like to have my automatic payments with your company charged to my new account.*

*Please discontinue debiting my previous account and begin making automatic withdrawals from my new Linn Area Credit Union account (information is listed below).*

*If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.*

Sincerely,

AUTHORIZED SIGNATURE

(Original signature required to authorize change)

DATE

## AUTOMATIC PAYMENT INFORMATION

MY NAME

MY ADDRESS

CITY / STATE

ZIP

HOME PHONE

WORK PHONE

AMOUNT DEBITED (Enter payment amount or "amount due")

TYPE OF PAYMENT (Example: mortgage payment)

DATE(S) OR FREQUENCY OF PAYMENT

LINN AREA CREDIT UNION

273972897

NEW CREDIT UNION

ROUTING NUMBER

ACCOUNT NUMBER AND TYPE

☐ Checking

☐ Savings

