



**Automatic Payment Transfer Authorization Letter/ACH Debit Form**

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

\_\_\_\_\_  
Address

**RE: Switching my automatic payments to a new account.**

ATTENTION: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payment to your company changed to my new account.

Please begin making automatic withdrawals from my new First Security State Bank account and discontinue debiting my old 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

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**Automatic Payment Information**  
(Old Account Information)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

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

\$ \_\_\_\_\_  
Payment Amount

\_\_\_\_\_  
Frequency

For: \_\_\_\_\_  
Payment or Reason

On: \_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Financial Institution where account is closing

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

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

**New Account Information**

First Security State Bank  
3600 Lafayette Rd.  
Evansdale, IA 50707

073922377  
Routing Number

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

Effective Date: \_\_\_\_\_  
(Attach a voided check or deposit ticket to verify the account number)