



Primary Account Holder Name:

Address Line 1:

Address Line 2:

City, State Zip Code:

Date:

Company Name:

Attention Name:

Company Address Line 1:

Company Address Line 2:

Company City, State Zip Code:

**Re: Change of Instructions for Automatic Account Debit**

To Whom It May Concern:

Please be advised that I've recently changed banks and will need to have my automatic account debit switched from my old bank account with Bankers Trust Company.

You are currently processing the debit from \_\_\_\_\_.

The account number is \_\_\_\_\_ and the routing number is \_\_\_\_\_.

Effective immediately, please discontinue debiting the above account and begin making the automatic withdrawal from my new Bankers Trust account for the amount of \$ \_\_\_\_\_.

The account number is \_\_\_\_\_ and the routing number is \_\_\_\_\_.

I hereby authorize \_\_\_\_\_ to initiate debit entries to my (our) Checking or Savings Account indicated above at Bankers Trust Company N.A., and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

If you have any questions regarding this request, I may be reached by phone at \_\_\_\_\_.

Thank you for your prompt assistance with this matter.

Sincerely,

\_\_\_\_\_

Primary Account Holder

\_\_\_\_\_

Joint Account Holder