

# FAX

To: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Pages: \_\_\_\_\_  
Date: \_\_\_\_\_

I am writing to notify you that my bank account is now at a different financial institution. Therefore, the automatic payment information for my \_\_\_\_\_ account \_\_\_\_\_ needs to be changed as well.

My payment is currently automatically withdrawn from my account # \_\_\_\_\_ at \_\_\_\_\_ on the \_\_\_\_\_ of the month. I would like to transfer these transactions to my new account at CornerStone State 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 \_\_\_\_\_ to be the one dated \_\_\_\_\_ and the first one to CornerStone State 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 CornerStone State Bank account. Please contact me at the phone number listed below if you have any questions.

Sincerely,

Account #  
Phone #