



FNB Switch Kit

AUTOMATIC PAYMENTS LETTER

COMPANY NAME

ADDRESS CITY STATE

ATTENTION: Accounts Receivable/Accounting

RE: Switching My Automatic Payments

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

Please discontinue debiting the account listed below and begin making automatic withdrawals from my new First Bank account.

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

Sincerely,

SIGNATURE – ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE DATE

AUTOMATIC PAYMENT INFORMATION

NAME DAY/EVENING PHONE NUMBER (CIRCLE ONE)

ADDRESS CITY/STATE ZIP

AMOUNT DEBITED/AMOUNT DUE ACCOUNT # WITH THIS PAYEE

OLD BANK NAME ROUTING NUMBER ACCOUNT NUMBER

For: On:
PAYMENT/REASON DATE OF PAYMENT

First National Bank in DeRidder 065200997

NEW BANK ROUTING NUMBER ACCOUNT NUMBER