

**AUTO PAYMENTS LETTER**

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP CODE \_\_\_\_\_



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

**Attention: Accounts Receivable/Accounting**

*I have recently changed banks to the Miami Savings Bank and would like to have my automatic payments with your company changed to my new account. Please discontinue debiting the below account and begin making automatic withdrawals from my new Miami Savings 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,*

ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE \_\_\_\_\_

DATE \_\_\_\_\_

**AUTOMATIC PAYMENT INFORMATION**

NAME \_\_\_\_\_

PHONE: DAY / EVENING (CIRCLE ONE) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

\$ \_\_\_\_\_

Amount to be debited (Enter payment amount or "amount due")

OLD BANK NAME \_\_\_\_\_

OLD ROUTING NUMBER \_\_\_\_\_

OLD ACCOUNT NUMBER \_\_\_\_\_

**For:** \_\_\_\_\_  
Payment or reason

**On:** \_\_\_\_\_  
Date of payment

**Miami Savings Bank**  
NEW BANK NAME

**242072391**  
ROUTING NUMBER

\_\_\_\_\_  
ACCOUNT NUMBER



*Our Focus is..... YOU!*

[www.miamisavings.bank](http://www.miamisavings.bank)



**Member  
FDIC**