
(Date)

To: _____

(Payee's Name & Mailing Address)

Subject: **AUTOMATIC PAYMENT CHANGE NOTIFICATION**

RE: _____ (Account number with payee) _____ (Name on account with payee)

To Whom It May Concern:

I am writing to inform you of a change in the financial institution from which automatic withdrawals are being made to pay on the account listed above.

(Current Financial Institution) _____ (Routing & Transit Number) _____ (Account Number)

to

PREMIER CREDIT UNION
800 9th STREET
DES MOINES, IA 50309-1202
(515) 282-1611 **273073848** _____
(New Financial Institution) (Routing & Transit Number) (Account Number)

I understand I must provide at least two weeks notice for this change to take affect. Therefore, my current account will remain available for any automatic payment that is scheduled to occur within two weeks of the date of this notice. All future automatic payments are to be withdrawn from my new account noted above at Premier Credit Union.

Please contact me at the following address if further information is required to complete this change.

(Account Holder, mailing address & telephone)

Sincerely,

(Signature of the person on account with payee)