

Date	
To (Company)	
Address:	
City, State, Zip	

RE: Change of Instructions for Automatic Deposit

Dear Sir or Madam:

I have recently changed banks and will need to have my automatic deposit switched immediately from my old account to my new account at Western National Bank.

My personal information is as follows:

Name	
Social Security Number	
My Account Number with your company	
Deposit Amount \$	(if applicable)

I currently have my automatic deposit going to:

Financial Institution Name	
Account Number	
Routing Number	

Please change this to my new account with Western National Bank as soon as possible:

Type of Account (Checking, Savings)	
Account Number	
Bank Routing Number	

If you need any additional information, please call me at:

Sincerely,

Signature

Name	
Address	
City, State, Zip	

Enclosed: Voided check from my new Western National Bank account

