

## Authorization for Automatic Payment Transfer

Dear

I am writing to inform you of a change in my banking relationship concerning my account number # .

I currently have my payment automatically withdrawn from my Checking/Savings account # from on the of the month.

I would like to transfer these monthly transactions to my new financial institution, Consumers Credit Union, 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 be the one dated and the first one from Consumers Credit Union to be dated .

Thank you for your prompt attention to this request. I have enclosed an Authorization for Automatic Payment form that includes the information necessary for you to begin withdrawals from my Consumers Credit Union account.

Sincerely,

Enc: