



## Authorization for Automatic Payment Transfer

(insert date)

Dear (name of vendor)

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

I currently have my (name of vendor) payment automatically withdrawn from my checking/savings account # from (bank or credit union name) on the (1st, 15th, etc.) 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 (date of last transaction) and the first one from Consumers Credit Union to be dated (date of next transaction) .

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,

(name)

(street address)

(city, state, zip)

(phone number)

Enc: Authorization for Automatic Payment