

# Automatic Payment Change Request

Date of Request	
Name of Company	
Address	
City, State, Zip Code	
My Account Number with You	

To Whom It May Concern:

I have recently changed my bank account to RiverWood Bank and request that you redirect my automatic payment from my old bank account to my new bank account as soon as possible.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send me a copy of your company form for my signature.

Sincerely,

*Special Instructions:*

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
\_\_\_\_\_

## My Personal Information

Name	
Address	
City, State, Zip	
Phone Number	

## My automatic payment is currently coming from:

Financial Institution	
Routing Number	
Account Number	

## Please change my automatic payment to my new RiverWood Bank account.

Bank Address	
Type of Account	
Routing Number	
Account Number	

Enclosure: Voided check from my new RiverWood Bank account