



## Automatic Payment Request Instructions

### Automatic Payments

Use your previous bank statements and our handy checklist to identify the Automatic Payments and Debits you need to switch to your **new account**.

#### Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet Provider				
Credit Cards				
Daycare				
Tuition/School				
Trash Removal				
Other:				

Use the Automatic Payment Request Form to notify debiting companies of your **new account** information. **Before** you send out the form be sure to check with these companies to make sure no other forms are required. **You may be able to make changes to account information online.**

**After** you have sent the Automatic Payment Request Forms:

1. Confirm with companies that forms were received and processed.
2. Maintain your former account until the switch is complete.
3. Monitor your **new account** through Internet/Mobile/ Phone Banking or call your local branch to verify debits have been posted.



## Automatic Payment Request Form

\_\_\_\_\_  
 Company Name:

\_\_\_\_\_  
 Address:

\_\_\_\_\_  
 City, State, Zip

**RE: Switching My Automatic Payments to a New Account**

**Attn: Accounts Receivable/Accounting**

I have recently changed financial institutions and would like to update my automatic payment information. Please discontinue my current debit arrangement and begin making automatic withdrawals from my new **account** at Farmers State Bank.

If you have any questions regarding this matter, please contact me by mail or call me at the phone number provided below.

I am aware that some automatic withdrawals may require advance notice of changes and that depending on the timing of this request my next automatic payment may not be withdrawn from my new bank account.

Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

### Automatic Payment Information

Name:		Payee Name:	
Address:	City:	State & Zip:	
Home Phone:		Mobile Phone:	
Former Bank Name:		Routing Number:	
Former Account Number:		Amount of Debit:	
NEW Bank Name: <b>Farmers State Bank</b>		NEW Routing Number: <b>041208421</b>	
NEW Account Number:		Amount of Debit:	