



## Request to Change Automatic Payments

Date: \_\_\_\_\_

Dear: (Vendor Name) \_\_\_\_\_,

I am writing to inform you of a change concerning my account number:

\_\_\_\_\_

I currently have my payment automatically withdrawn from my Checking/Savings with  
(name of financial institution) \_\_\_\_\_  
account number: \_\_\_\_\_ on the \_\_\_\_\_ day of the month.

Effective (date) \_\_\_\_\_, please begin withdrawing this payment, according to  
the same terms as agreed upon, from:

First Lockhart National Bank  
111 South Main Street, Lockhart, TX 78644  
Routing Number: 114903213  
Account Number: \_\_\_\_\_

Thank you for your prompt attention to this request.

Sincerely,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Signature (if joint account): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name(s): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_