

Automatic Payments
Easy Change Letter



Easy Change Form

Company Name: _____

Address: _____

Re: Switching My Automatic Payments

Attention: Accounting/ACH Department

I have recently changed financial institutions and I would like to now have my automatic payments with your company changed to First Castle Federal Credit Union.

Please immediately discontinue debiting the below referenced account and begin making automatic withdrawals from my new Credit Union account.

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

Sincerely,

Authorized Signature

Date

Automatic Payment Information

Name: _____ Phone: _____

Address: _____ Amount Debited: _____
(Enter payment amount of Amount Due)

Previous Financial Information:

Institution: _____ Routing Number: _____

Account Number: _____

Payment For: _____ Date Payment is made: _____

New Financial Information:

Institution: First Castle Federal C.U. Routing Number: 265075883

Account Number: _____