

# Change Automatic Withdrawal

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

Company Name (Making withdrawals): \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ for my \_\_\_\_\_ from the following account:

Former Bank: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_

Please stop making withdrawals from the old account number above. Instead, please begin the withdrawal effective \_\_\_\_\_ to:

Heritage Bank  
Bank Routing Number: 261170533  
Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me during the day / evening (circle one) at the following phone number \_\_\_\_\_.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip code

\_\_\_\_\_  
Other Information that may be helpful (SS#/EIN, Account #)

If further information is needed from the financial institution, please contact \_\_\_\_\_ at

Heritage Bank  
P.O. Box 935  
Jonesboro, Georgia 30237  
(770) 478-8881

Note: Please make sure to attach a new deposit slip or a voided check to this letter. Use a separate form for each Automatic Withdrawal.

