

Request to Transfer Automatic Payment Letter »

Date / /

Payee Company Name

Address

City

State

Zip

To whom it may concern:

This letter serves as a request to have my Automatic Payment transferred to my new account with Citizens National Bank. My information is as follows:

Account Number With Payee Company

Name

City

State

Zip

Phone Number

Email Address

The Automatic Payment is currently being withdrawn from my account with:

Former Bank Name

Former Bank ABA Routing Number

Former Bank Account Number

Checking
Savings

Please redirect the Automatic Payment from my account with Citizens National Bank as follows:

Citizens National Bank Address

102 S. Main St., Bluffton, OH 45817

Citizens National Bank ABA Routing Number

041212983

Citizens National Bank Account Number

Checking
Savings

Make this change effective: / /

Special Instructions (optional)

Sincerely,

Signature

Print Name

Date

/ /