

Automatic Payments

Use this form to record information for companies that will be making automatic deductions from your new Citizens National Bank account, including when and how you requested the change and your preferred method of payment.

NOTE: Consider how you make payments now and whether there are other regular payments that you could make using Bill Pay, Debit Card or other automatic payments instead of writing checks.

Automatic Payments - Companies that make automatic deductions from your account.

Payment	Company/Phone	Account Number	Amount	Payment Date	Payment Method*	Switch Complete
Example	ABC Car Company / 555-555-5555	#8765432	\$281.63	28th of the month	Bill Payment	✓
Auto Loan/Lease						
Cell Phone						
Credit Cards						
Health Clubs						
Insurance Premiums						
Internet						
Mortgage/Rent						
Utilities						
Notes						

Payment Set-Up

To switch each payment, contact the companies you want to make payments to and provide them with your new information. This may be done by using the "Request to Transfer Automatic Payment Letter," by phone or online at the company's website. If you are switching to a Bill Payment or Debit Card payment option, make sure the company cancels any other automatic payment set up.

Bill Payment - Log on to Online Banking and set up the Payee. You're then ready to use Bill Pay.

Debit Card - Contact the company you want to pay and give them your Debit Card information.

Other Automatic Payment - Contact the company you want to pay and give them your new account information.

* Automatic payments can be made by Bill Pay, Debit Card, or ACH