



# Step 2: Automatic Payments

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address City State Zip Code

## Re: Switching my automatic payments

Dear Sir or Madam,

I have recently changed banks and would like to have my automatic payments with your company changed to my new account. I have enclosed a cancelled check with my new Cornerstone Community Bank account information for your reference. Please discontinue debiting the former account listed below and begin automatic withdrawals from my new Cornerstone Community Bank account immediately.

Should you have any questions regarding this request, please contact me in writing or at the phone number below. Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
Authorized account holder signature Date

## Automatic Payment Information:

\_\_\_\_\_  
Account Number with Your Company Amount Debited (enter payment amount)

\_\_\_\_\_  
Customer name as it appears on company's records-please print

\_\_\_\_\_  
Address City State Zip Code

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

\_\_\_\_\_  
Former Bank Name Routing Number

\_\_\_\_\_  
Former Bank Account Number  Checking  Savings

## New Bank Information:

\_\_\_\_\_  
Cornerstone Community Bank P.O. Box 55699 St. Petersburg, FL 33732  
New Bank Name Bank Address

\_\_\_\_\_  
New Bank Account Number  Checking  Savings 063114564  
Routing Number