



## Switch Kit

### Authorization to change Automatic Payment

Name of Payee: \_\_\_\_\_

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

I plan to close my checking account at: \_\_\_\_\_ Acct #:

\_\_\_\_\_

Account Holder: \_\_\_\_\_

Social Security # \_\_\_\_\_

Effective immediately, I authorize automatic payment from my new checking account at Heritage Bank.

My new checking account number is: \_\_\_\_\_ The new routing/transit number is: 073912808.

I have attached a voided check to verify the new account information.

Signature: \_\_\_\_\_

Daytime phone \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_



### Switch Kit

Please Change accounts for my automatic Withdrawal

DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

To Whom It May Concern:

I have changed financial Institutions to Heritage Bank. You are currently withdrawing \$ \_\_\_\_\_ (or paying my current bill amount) from the following account:

Old Bank \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

For \_\_\_\_\_

Payment Reason

On \_\_\_\_\_

Approximate date of the month

Please stop making withdrawals from this account on \_\_\_\_\_ (Date) and start making them from my new Heritage Bank account:

Heritage Bank routing number: 073912808

My Heritage Bank checking account number is: \_\_\_\_\_

(This is different from your savings or member account #)

If you have any questions, please let me know.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_



## Switch Kit

Please close my account

DATE \_\_\_\_\_

BANK NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

To Whom It May Concern:

Please close the following account # \_\_\_\_\_ and send a check for the remaining balance to my address below.

If you have any questions about this request, please contact me as soon as possible at the following number. Thank you.

PHONE NUMBER \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CO-SIGNER SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
CO-SIGNER NAME ( PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_



## Switch Kit

Please change accounts for my payroll Direct Deposit

DATE \_\_\_\_\_

COMPANY MAKING DIRECT DEPOSIT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

To Whom It May Concern:

You are currently depositing my paycheck in whole or in part or you are making a payment into the following account:

Old Bank \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Please begin making these automatic deposits into my new account at Heritage Bank on \_\_\_\_\_ (date).

Heritage Bank Routing Number: 073912808

My Heritage Bank Account number is: \_\_\_\_\_

If you have any questions, please let me know:

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_