

# AUTOMATIC DEDUCTION AUTHORIZATION

(print one for each deduction)



## To

Current Vendor/Business Name

Department/Contact Person

Address

City

State

Zip Code

## From

Account Owner

Owner/Principal (if a business)

Address

City

State

Zip Code

Phone Number

## RE: Instructions for automatic account deduction

- This letter is to inform you that I have recently changed financial institutions and need to **switch my automatic deduction** from my current bank account to my new bank account at Peoples Bank. My account number with your company and the routing/transit and account number for my existing and new bank are listed below.
- This letter is to **authorize a new automatic deduction** from my account held at Peoples Bank. My account number with your company and my bank routing/transit and account numbers are listed below.
- This letter is to **cancel my current automatic deduction**.

## Payment Information

Vendor/Business Name

Account Number

Amount of Payment

## Current Bank Information (if switching an automatic deduction)

Bank Name

Account Number

Routing/Transit Number

Credit/Debit Card Number

Visa®  Mastercard®

Expiration Date

Security Code (last group of numbers in the signature area on back of card)



# AUTOMATIC DEDUCTION AUTHORIZATION

(print one for each deduction)



**New Bank Information** (if switching an automatic deduction)

Bank Name: **Peoples Bank**

Routing/Transit Number: **2719-73924**

Account Number (this may initially be left blank until you have a Peoples Bank Account Number to fill in)

Account Type:  Checking  Savings

Credit/Debit Card Number

Visa®  Mastercard®

Expiration Date

Security Code (last group of numbers in the signature area on back of card)

Should you have any questions regarding this request, please feel free to contact me using the above-referenced contact information.

Authorized Signature(s)

Date

