



# springsvalley

BANK & TRUST COMPANY

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip



## AUTOMATIC PAYMENT REQUEST

### RE: Changing My Automatic Payment Attention: Accounts Receivable / Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting my old bank account and begin making automatic withdrawals from my new **SPRINGS VALLEY BANK & TRUST COMPANY** account. Please contact me with any questions.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### AUTOMATIC PAYMENT INFORMATION

NAME		PHONE	<input type="radio"/> DAY PHONE	<input type="radio"/> EVENING PHONE
ADDRESS		CITY	STATE	ZIP
\$		AMOUNT DEBITED (enter payment amount or "amount due")		
PREVIOUS BANK NAME		ROUTING NUMBER	ACCOUNT NUMBER	
\$		PAYMENT OR REASON		
		DATE OF PAYMENT		
<b>SPRINGS VALLEY BANK &amp; TRUST COMPANY</b>		083909445		
NEW BANK NAME		NEW ROUTING NUMBER	NEW ACCOUNT NUMBER	

*Loyal to you, your family, and your future.*

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