
(Date)

To: _____

(Payee's Name & Mailing Address)

Subject: **AUTOMATIC PAYMENT CHANGE NOTIFICATION**

RE: _____
(Account Number with Payee) (Name on Account with Payee)

To Whom It May Concern:

Please change the financial institution from which automatic withdrawals are being made to pay on my account (listed above) from the following:

(Current Financial Institution) (Routing & Transit Number) (Account Number)

to:

EXCEL Federal Credit Union
5070 Peachtree Industrial Blvd.
NORCROSS, GA 30071

(770) 441-9235 **261071548** _____
(New Financial Institution) (Routing & Transit Number) (Account Number)

I understand I must provide at least two weeks notice for this change to take affect. Therefore, my current account will remain available for any automatic payment that is scheduled to occur within two weeks of the date of this notice. All future automatic payments are to be withdrawn from my new account noted above at EXCEL Federal Credit Union.

Please contact me if further information is required to complete this change.

(Account Holder Name, Address & Telephone Number)

Sincerely,

(Signature of the Person on Account with Payee)