

## Automatic Payment Change

Date \_\_\_\_\_

I am writing to inform you of a change in my financial institution concerning my account with you. Account number \_\_\_\_\_.

I currently have my payment of \$ \_\_\_\_\_ automatically withdrawn from my checking/savings account # \_\_\_\_\_ at \_\_\_\_\_ on the \_\_\_\_\_ of the month. I would like to transfer this monthly transaction to Shell Community Federal Credit Union.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction. This is my notification, please withdraw my next payment from my Shell Community FCU account on the \_\_\_\_\_ of the month. Thank you for your prompt attention to this request.

Withdraw my payment from:

- Savings Account Number \_\_\_\_\_
- Checking Account Number \_\_\_\_\_  
(attach a deposit slip or voided check)

**Shell Community Federal Credit Union  
101 Lakin Boulevard  
Wood River, IL 62095**

**(618)254-0605 (ph) (618) 254-9219 (fx)**

**Transit/ABA# 281077603**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Daytime Phone # \_\_\_\_\_