



**MetroBank**  
Moving You Forward

**CHANGE AUTOMATIC WITHDRAWAL**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF COMPANY THAT MAKES AUTOMATIC WITHDRAWAL

\_\_\_\_\_  
STREET ADDRESS

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

TO WHOM IT MAY CONCERN:

I recently changed banks and request that my automatic deduction be switched to my new account at METRO BANK. My information is as follows:

FINANCIAL INSTITUTION NAME: METRO BANK

BANK ROUTING NUMBER : 061121122

ACCOUNT NUMBER: \_\_\_\_\_

IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST, PLEASE CONTACT ME AT : \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Street Address

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





**Automatic Payment Transfer Letter**

Date: \_\_\_\_\_

Dear \_\_\_\_\_

I am writing to inform you of a change in my banking relationship.

I currently have my \_\_\_\_\_ payment automatically withdrawn from my  
(vendor)  
checking/savings account # \_\_\_\_\_ at \_\_\_\_\_  
(current bank)

on the \_\_\_\_\_ of the month. I would like to transfer these monthly transactions to my new bank, Metro Bank, and submit this letter as written notification to begin withdrawing from account number \_\_\_\_\_ / ABA Routing Number \_\_\_\_\_.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction. Therefore, I expect the last transaction from \_\_\_\_\_ to be the one dated  
(current bank)  
\_\_\_\_\_ and the first one from Metro Bank to be dated \_\_\_\_\_.  
(date of next transaction) (date)

Thank you for your prompt attention to this request. I have enclosed an automatic payment transfer authorization form that includes the information necessary for you to begin withdrawals from my Metro Bank account.

Sincerely,

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

