

# ACH Withdrawal/Payment (preauthorized) Financial Institution Information Update

To (Vendor Name): \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_

Social Security Number / Tax ID: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**I am submitting this letter as a written notification of my intent to switch my automatic withdrawal/payment from my old bank account to my new account with Legacy Bank. Please initiate this request as soon as possible.**

Account # with Vendor: \_\_\_\_\_

## **PREVIOUS WITHDRAWAL ACCOUNT**

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

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

ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Account Type: (check one) \_\_\_\_\_ checking, or \_\_\_\_\_ savings      Debit Amount: \$ \_\_\_\_\_

## **NEW WITHDRAWAL ACCOUNT**

Financial Institution: Legacy Bank

Address: \_\_\_\_\_

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

ABA Routing #: 103104887      Account #: \_\_\_\_\_

Account Type: (check one) \_\_\_\_\_ checking, or \_\_\_\_\_ savings

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date