



Request to Transfer Automatic Payments

Complete, sign, and send a copy of this letter to each company that you currently pay using an automatic withdrawal from your account. Attach a **voided check** from your new account to each request.

Date _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Attention: Accounts Receivable/Accounting

Subject: Switching Automatic Payments for Account #

biller account number

To whom it may concern:

The bank account currently used for my automatic payments is no longer active. Please immediately change my automatic payments to the bank account listed below.

Commerce Bank
1000 Walnut Street
Kansas City, MO 64106-2123
1-800-453-BANK

Bank Routing #

Bank Account #

If you have any questions regarding this request, please call me immediately at the number listed below. Thank you for your assistance.

Sincerely,

Signature _____

Name _____

Address _____

City _____ State _____ Zip Code _____ Phone # _____

ATTACH A VOIDED CHECK FROM YOUR NEW ACCOUNT