



## 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 Code \_\_\_\_\_

### 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The bank account currently used for my automatic payments is no longer active.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

1-800-453-2265

Bank routing #

Bank account #

If you have 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 \_\_\_\_\_ Phone \_\_\_\_\_

**ATTACH A VOIDED CHECK FROM YOUR NEW ACCOUNT**