

## **auto payment - change request**

---

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

To: \_\_\_\_\_

I currently have my \_\_\_\_\_  
payment automatically withdrawn from my  checking or  savings account #  
\_\_\_\_\_ at

\_\_\_\_\_ on the \_\_\_\_\_ of the month.

I would like to transfer these monthly transactions to my new financial institution,  
Lake Elmo Bank, and submit this letter as written notification of that intention.

### **My new bank account information is:**

Bank Name: **Lake Elmo Bank**

Bank Address: **Post Office Box 857 Lake Elmo MN 55042**

Routing #: **091910196**

Bank Account Number: \_\_\_\_\_  Checking  Savings

I understand I need to give you advanced notice prior to the next scheduled  
transaction. Therefore, I expect the last transaction from

\_\_\_\_\_ to be dated: \_\_\_\_\_ and the first payment from Lake Elmo  
Bank to be dated \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

