

# Automatic Payment Transfer Request

Please change accounts for my automatic payments.

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Date

Company making withdrawal

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Company address

City, state, zip

**To whom it may concern,**

I have recently changed to Keen Bank. You are currently withdrawing \$ \_\_\_\_\_ each month from the following account:

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Former bank

Routing number

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Former bank account number

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For (payment/reason)

On (date of the month)

Please use this request with my signature below as a formal authorization to deduct any recurring payment(s) to you from my new bank account with Keen Bank, listed below. Recurring payments from my former bank account should be discontinued. Please make this change effective \_\_\_\_\_ (MM/DD/YY)

**091901561**

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Account number

Routing number

(Include a voided Keen Bank check with each automatic payment transfer request.)

If you have any questions about this request, please contact me directly. If this information is insufficient to make the changes requested, please send me the appropriate form to the address listed below. Thank you.

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Name

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Address

City, state zip

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Phone

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Signature

You can use this form for each automatic payment that you have set up with your former bank or transfer automatic payments by setting them up in Keen Bank Bill Pay or visit the payee's website or app.