

# Automatic Payment Change Form

Use this form as a written notice or contact each merchant to set up payments such as dues, utility bills and vendor payments that are automatically withdrawn from your account and notify them of your new banking relationship with Guaranty Bank.

## Automatic Payment Change Form

To: \_\_\_\_\_ From: \_\_\_\_\_  
Subject: Automatic Payment Change For My Account: \_\_\_\_\_  
(Include account number or description)

Please accept this memo as notification that I have established a new checking or savings account with Guaranty Bank. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new Guaranty Bank account. Listed below are the relevant account and routing numbers needed for you to establish automatic payments from my new Guaranty Bank account. Attached you will find a voided check from my new checking account. It is not necessary to attach documents for new savings account.

Guaranty Bank Account # \_\_\_\_\_ Guaranty Bank Routing # \_\_\_\_\_  Checking  Saving

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

If you have any questions, please contact Guaranty Bank's Customer Service Center

Branch Phone # 1-800-235-4636 Branch Fax # \_\_\_\_\_

If this form is not sufficient to establish automatic payments from my new checking account, please contact me and send me a copy of your company form for my signature.



**Attach Void Check Here**  
From new Guaranty Bank Checking Account

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