

# Request to Switch an Automatic Payment

Date: \_\_\_\_\_  
To: Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

RE: BANK CHANGE FOR AUTOMATIC PAYMENT

Account Number: \_\_\_\_\_

I currently have my electronic payment(s) deducted from the following account or debit card:

Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Debit Card: \_\_\_\_\_

Please change your records, effective immediately, so that my electronic payment(s) are now deducted from my HCB Bank account or debit card:

Bank Name: **Highpoint Community Bank** \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing Number: **072402869** \_\_\_\_\_  
Payment Amount: \_\_\_\_\_  
Debit Card: \_\_\_\_\_

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

Signature: \_\_\_\_\_  
Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_