



# Automatic Payment Form | Automatic Payment Switch Kit Form

Complete this form to notify a company of your request to DIRECT or REDIRECT your Automatic Payment from your Abbey Credit Union account. Please complete one form for each automatic payment you wish to direct or change.

## STEP 1

Complete this form.  
(Use one form for each request)

## STEP 2

Attach a voided check to this form

## STEP 3

Submit form & voided check to each company that automatically debits payments from your account.

**OR**

Abbey Credit Union will be glad to mail each Automatic Payment Switch Kit Form for you.

### TO:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

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

### FROM:

Customer Name: \_\_\_\_\_

Customer Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Customer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Please direct or redirect my Automatic Payment from my Abbey Credit Union Account:**

\_\_\_\_\_ NEW DIRECT      \_\_\_\_\_ Please REDIRECT my EXISTING Automatic Payment

**Effective Date:** \_\_\_\_\_ Immediately      \_\_\_\_\_ Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Using this Account:**

Abbey Credit Union Account Number: \_\_\_\_\_

Abbey Credit Union Routing Number: \_\_\_\_\_

I authorize \_\_\_\_\_ (company name) to process my payment from Abbey Credit Union, Inc. for the purpose of automatically withdrawing funds from my account listed above and to initiate, if necessary, any debit or credit entries to correct any erroneous debits from my account. I acknowledge that the organization of ACH transactions from my account must comply with the provisions of U.S. Law.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_