

Change to Existing Automatic Payment or Direct Deposit

Instructions

Using the template below, complete, print and sign one letter for each company that withdraws automatic payments from—or makes direct deposits to—your old checking account. This letter authorizes them to redirect the transaction to your Island Checking account at North Island Credit Union.

Include your account number with each company so they can identify you. Add any other data you think they might need (i.e. employee number or Social Security Number for direct deposit) in the “Other Information” area. Enclose a voided check from your new Island Checking account with each mailing to provide the reference numbers needed to accurately redirect your transactions.

For your records

Mailed authorization to *(company name)* _____ who handles my
(account description) _____ on *(date)* _____ to redirect future
 automatic payments direct deposits to North Island Credit Union.



Change to Existing Automatic Payment or Direct Deposit

To _____
Company Name

From _____
Your Name

Company Mailing Address

Your Mailing Address

City, State Zip

City, State Zip

My account number with your company is: _____

I authorize you to redirect my *(check one):* _____ automatic payment deductions _____ direct deposits to a new financial institution, North Island Credit Union, as soon as possible. Their routing number and my account number are on the attached voided check. This authorization is to remain in effect until I send written notice of change or cancellation. Thank you for your prompt attention to my request.

Signature _____ *Date* _____

Daytime Phone Number (_____) *E-Mail* _____

Attach a VOIDED check from your Island Checking account here.