


EASY Switch
Automatic Drafted Payment Transfer Letter

Today's Date

Company Name

Street Address

City State Zip

To Whom It May Concern:

I currently have my _____ payment automatically withdrawn from my
(Company Name)
_____ account # _____ at _____
(Checking or Savings) (Account Number) (Current Bank)
on the _____ of the month.
(Day)

I would like to transfer my monthly drafted automatic payments to First Reliance Bank.

The name on the account is: _____
(Name on First Reliance Bank Account)

The First Reliance ABA Routing number is: _____
(First Reliance ABA Routing Number)

First Reliance Bank account number: _____
(Account Number)

I understand I need to give you at least two weeks notice prior to the next scheduled drafted payment. Therefore, I expect the last drafted payment from _____ to be dated _____
(Current Bank)
_____ and the first draft from First Reliance Bank to be dated _____
(Date of Last Draft) (Date of First Draft)

This letter is authorization for you to begin drafting from my First Reliance Bank account.

Sincerely,

Printed Name

Street Address

City State Zip

Telephone Number

First Reliance Bank Contact

Telephone Number