

Automatic Payment Request

Instructions

Automatic Payments

After you have identified the Automatic Payments from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information.

Don't forget you can also manage your payments with Merchants National Bank's Internet Banking and Online Bill Pay. It's **FREE** with Merchants National Bank Checking!!

Before sending the Automatic Payment Request

1. Identify any existing automatic payments.
2. Use the enclosed form to request that your automatic payment be established at Merchants National Bank.
3. Maintain the account at your previous bank until you have confirmed that your Automatic Payment (s) have been switched to your Merchants National Bank account.

Examples of Automatic Payments

- Mortgage
- Utilities
- Credit Cards
- Auto Loans

AUTOMATIC PAYMENT REQUEST

To: Name of Company / Organization

Date:

From:

Account # or Description

RE: Change of Instructions for Automatic Account Debit

Please accept this letter as authorization to begin debiting my new account at Merchants National Bank. Listed below are the account and routing numbers needed, as well as a voided check from my new account at Merchants National Bank.

If you have any questions regarding this request, please do not hesitate to contact me at _____

Authorized Signature

Print Name

Street Address

City, State, Zip Code

ACCOUNT INFORMATION

NAME OF COMPANY

ACCOUNT NUMBER

DEBIT AMOUNT

DEBIT DATE (if applicable)

MERCHANTS NATIONAL BANK OF SACRAMENTO

New Bank Name

1015 7th Street, Sacramento, CA 95814

Address

121109518

Bank Routing Number

Account Number

If this form is not sufficient please contact me and send me a copy of your company's form

Attach Voided Check Here
From Merchants National Bank Account