



Bank/Other Financial Institution Name

Address

City **State** **Zip**

To Whom It May Concern:

Please accept this letter as authorization to close account # _____ at your institution and send a check for the remaining balance to my address below. If you have any questions, please contact me at:

(phone/email).

I understand that I will need to verify that all outstanding payments and deposits have cleared before the account is closed. I have made arrangements to switch any automatic debits and deposits I have associated with this account.

Thank you.

Owner Signature **Printed Name** **Date**

Joint Owner Signature **Printed Name** **Date**

Mailing Address

Name: _____

Address:



Automatic Payment New/Change Request

To: _____

From: _____

Address: _____

City, State, Zip: _____

SSN: _____

Please be advised that I have recently changed banks and will need to have my automatic payment switched from my old account to my new account with Bank of York. The automatic payment is being applied to the following account, which I have with your organization.

My account # with Company: _____

Debit Amount: _____

I currently have my automatic debit coming out of the following account:

Previous Financial Institution: _____

Previous Account Number: _____

Previous Financial Institution ABA Routing #: _____

As soon as possible, I would like this automatic debit redirected to my new account with Bank of York as follows:

Account #: _____

ABA Routing #: _____

If you have any questions, please call me at : _____

Signature: _____

Date: _____

You may need to attach a VOIDED check from your new Bank Of York account to this form.



Direct Deposit New/Change Request

To: _____

From: _____

Address: _____

City, State, Zip: _____

SSN: _____

(NOTE: for Social Security Direct Deposit, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at www.ssa.gov/deposit.)

Please send an automatic deposit to:

Bank of York
13 West Liberty Street
York, SC 29745
(803) 684 – 4249

Bank Routing and Transit Number:
053207106

Please discontinue sending my automatic direct deposit to:

Previous Financial Institution : _____

Previous Account Number : _____

Please begin sending the same deposit to Bank of York

Deposit \$ _____ OR entire amount to Checking Account #: _____

Deposit \$ _____ OR entire amount to Savings Account #: _____

I authorize:

1. above listed entity to initiate deposit of my funds to my Bank Of York account.
2. Bank Of York to credit entries to my account.
3. this authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____

Date: _____

