

Scheduled payment transfer letter

Current Account Number _____

Customer Name _____ Date _____

To whom it may concern:

This letter is to authorize you to redirect my scheduled payment for the above account number to my new Wells Fargo business account as instructed below. Attached you will find a voided check from my new Wells Fargo business checking account. (No need to attach documents for a new savings account or debit card.)

Account type: Checking Debit Card Savings

Effective: Immediately Beginning

My new Wells Fargo account information:

New Bank Account Number _____

New Bank Routing Number _____

New Business debit card number and expiration date _____

(Some merchants may require the CVV code — 3 digit code printed on the back of the card — to set up payment.)

If you have questions about this request, please contact me at:

Phone number _____

Authorized Signature _____ Co-Signer Signature (if applicable) _____

Printed Name _____ Co-Signer Printed Name (if applicable) _____

Title _____ Title _____

Date _____ Date _____

Street Address _____

City _____ State _____ Zip _____