



# Automatic Payment Authorization Form

Please provide this completed form to the companies who make automatic withdrawals from your account each month (i.e. car payments, utilities, health club, etc.). You may need to contact your outside vendors directly for assistance in switching over payments.

Any automatic payments performed through a bill pay service and/or a debit card will also need to be updated with your new account or card number.

**Information needed:**

Your name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Social Security Number: \_\_\_\_\_

**To whom it may concern:**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Regarding my account: \_\_\_\_\_  
Account Number

You are currently withdrawing \$ \_\_\_\_\_ every \_\_\_\_\_  
Payment Amount Frequency (weekly, monthly, etc.)

Variable payment (amount changes each month) paid to \_\_\_\_\_  
Name of Company

From the following account: \_\_\_\_\_  
Prior Financial Institution Prior Routing Number Account Number

**Please stop making withdrawals from the above mentioned account and instead make them from the following account:**

Technology Credit Union 121181976  
Current Financial Institution Current Routing Number Account Number\*

Savings \_\_\_\_\_ every \_\_\_\_\_  
Payment Amount Frequency (weekly, monthly, etc.)

Variable payment paid to \_\_\_\_\_  
(amount changes each month) Name of Company

Checking \_\_\_\_\_ every \_\_\_\_\_  
Payment Amount Frequency (weekly, monthly, etc.)

Variable payment paid to \_\_\_\_\_  
(amount changes each month) Name of Company

If you have any questions about this request, please contact me during the day/evening at: \_\_\_\_\_.

I hereby authorize \_\_\_\_\_ to honor the automatic payment authorization request as indicated above.

This request is to remain in effect until changed by me in writing by submitting a new automatic payment authorization.

Thank you,

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

\*Your account number is a 13-digit number that must be formatted as follows:  
• First Digit: Account Code (1 for share – i.e. checking/savings – accounts, 2 for loans)  
• Next 2 digits: Account ID (11 for primary checking)  
• Last 10 digits: Membership number preceded by zeros  
For example, for the primary checking account of member #123456, you would enter 1110000123456.