

# Scheduled Payment Transfer Letter

Current Account Number

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Customer Name

Date

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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 or debit card account.)

Account type:  Checking  Debit Card  Savings

Effective:  Immediately  Beginning \_\_\_\_\_

My new Wells Fargo account information:

New Bank Account Number

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New Bank Routing Number

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New Business Debit Card Number and expiration date from the card you received in the mail. (Some merchants may require the CVV code – 3 digit code printed on the back of the card – to set up payment.)

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

Phone number

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Authorized Signature

Co-Signer Signature (if applicable)

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Printed Name

Co-Signer Printed Name (if applicable)

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Title

Title

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Date

Date

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Street Address

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City

State

Zip

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