



Quick Switch Kit: Automatic Payment Requests

Use this form to request the transfer of an automatic payment from your Citizens State Bank checking account. Complete this form for each automatic payment(s), and attach a voided check from your new Citizens State Bank account. Many companies also provide information on how to make a change or establish an automatic payment on their website or on their bill/statement. Please allow sufficient time for your first automatic payments to be activated against your new Citizens State Bank checking account.

To Whom It May Concern:

Date: _____

I am requesting that my payment be automatically deducted from my Citizens State Bank checking account.

Company Name: _____

Account Number with this Company: _____

Effective immediately, please use the following Citizens State Bank checking account information for my automatic payments.

Citizens State Bank Checking Account #: _____
Citizens State Bank Routing #: 091804833

If there are any questions regarding this request, you may contact me at the phone number listed below.

Account Owner: _____

Account Owner: _____

(if applicable).

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (Day): _____

Account Owner's Signature: _____ Date: _____

Account Owner's Signature: _____ Date: _____

(if applicable)

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