

  
**EASY Switch**  
*Automatic Drafted Payment Transfer Letter*

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

**To Whom It May Concern:**

I currently have my \_\_\_\_\_ payment automatically withdrawn from my  
(Company Name)  
\_\_\_\_\_ account # \_\_\_\_\_ at \_\_\_\_\_  
(Checking or Savings) (Account Number) (Current Bank)  
on the \_\_\_\_\_ of the month.  
(Day)

**I would like to transfer my monthly drafted automatic payments to First Reliance Bank.**

The name on the account is: \_\_\_\_\_  
(Name on First Reliance Bank Account)

The First Reliance ABA Routing number is: \_\_\_\_\_  
(First Reliance ABA Routing Number)

First Reliance Bank account number: \_\_\_\_\_  
(Account Number)

I understand I need to give you at least two weeks notice prior to the next scheduled drafted payment. Therefore, I expect the last drafted payment from \_\_\_\_\_ to be dated \_\_\_\_\_  
(Current Bank)  
\_\_\_\_\_ and the first draft from First Reliance Bank to be dated \_\_\_\_\_  
(Date of Last Draft) (Date of First Draft)

**This letter is authorization for you to begin drafting from my First Reliance Bank account.**

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
First Reliance Bank Contact

\_\_\_\_\_  
Telephone Number