



# Business Account Change Form - Automatic Payments (Auto Debits)

TO:

\_\_\_\_\_  
Name of Company Taking Automatic Payments

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company City, State ZIP

FROM:

\_\_\_\_\_  
Your Business Name

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
Your City, State ZIP

\_\_\_\_\_  
Your Account Number or ID Number with this company

- You are currently using the following old account for my automatic payments/debits:

\_\_\_\_\_  
Old Financial Institution

\_\_\_\_\_  
Old Routing Number

\_\_\_\_\_  
Old Account Number

- Effective immediately, please use the following new account for my automatic payments/debits:

Parkway Bank

\_\_\_\_\_  
Parkway Bank Business Account Number

ACH Routing # 071908160

Savings    Checking

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(\_\_\_\_)\_\_\_\_\_  
Daytime telephone number

*Be sure to keep sensitive account information secure. Be careful when sending account information by fax or email, as the transmission may not be secure. Remember to shred any forms that include sensitive account information when finished.*

