

Scheduled Payment Transfer Letter

Current Account Number

Customer Name

Date

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 account or debit card.)

Account type: ☐ Checking ☐ Debit Card ☐ Savings

Effective: ☐ Immediately ☐ Beginning _____

My new Wells Fargo account information:

New Bank Account Number

New Bank Routing Number

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.)

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

Phone number

Authorized Signature

Co-Signer Signature (if applicable)

Printed Name

Co-Signer Printed Name (if applicable)

Title

Title

Date

Date

Street Address

City

State

Zip