



## Automatic Withdrawal Transfer Form

If you have regularly scheduled automatic withdrawals from your current account, you will want to notify the organizations that generate those withdrawals that you have changed your bank account information. This form will assist you with that task.

Please complete, sign and submit this form to the appropriate company/agency.

\_\_\_\_\_  
Company/Agency Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Effective immediately, please use my new account to process my automatic withdrawal.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Daytime phone #: \_\_\_\_\_

TAX ID/SSN: \_\_\_\_\_

Account #: \_\_\_\_\_

My new Bank is: Bank of Charles Town

New Account #: \_\_\_\_\_

Type:  Checking  
 Savings

Routing Transit #: 057001418

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please Note:

- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both banks until your automatic withdrawal transfer is completed.
- Please contact the organization that generates your automatic withdrawal for the date when the transfer will be effective.
- Remember to update any online or telephone bill payment service with your new account information.
- Please contact these organizations to determine if additional forms may be needed by them to complete your transfer.