



## 1 • 2 • 3 Switch Kit Automatic Draft Payment Form

**Complete this form to notify a company of your request to redirect your automatic draft payment from your new Virginia Bank & Trust account. Please complete one form for each automatic draft payment you wish to change.**

**3 easy steps to change your automatic draft payment:**

1. Complete this form.
2. Attach a voided check to this form from your new Virginia Bank & Trust checking account to confirm your account and routing numbers.
3. Submit this completed form and a voided check to each company that automatically drafts payments from your account.

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

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

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

Company Account Number: \_\_\_\_\_

Company Account Holder Name: \_\_\_\_\_

Company Account Holder Address: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

*Please begin my automatic draft from my Virginia Bank & Trust account effective:*

\_\_\_\_\_ Immediately \_\_\_\_\_ Or beginning on \_\_\_\_\_

Virginia Bank & Trust Account Number: \_\_\_\_\_

Virginia Bank & Trust Routing Number: 051407296

Account Holder Name: \_\_\_\_\_

***I authorize the above named company to process my draft from Virginia Bank & Trust for the purpose of automatically withdrawing funds from my account designated above and to initiate, if necessary, any debit or credit entries to correct any erroneous drafts from my account. I acknowledge that the origination of ACH transactions from my account must comply with the provisions of U.S. Law.***

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_