

Payment Request Instructions

Automatic Payments

These are payments that are initiated by the merchant (ie: sewer bill, tax bill, etc). You have authorized this merchant to withdraw payment from your account.

After you have identified the Automatic Payments from your previous bank statements, use the Automatic Payment Request to notify the merchant of your new bank information and add the information to your Automatic Payment checklist.

Just a Reminder: Maintain the account at your previous bank until you have confirmed that the automatic payment has been switched to your Crest Savings Bank account.

Online Banking Bill Payments

These are payments that you initiated through the online banking bill pay system (ie: car payment, cable bill, etc). You set up these payments as a one time or recurring bill through the online banking system.

After you've identified the Bill Payees from your previous bank statements, add the information to your Bill Payment checklist and a customer service rep will help you set them up on your new account.

Possible Payments to review:

Please list on corresponding checklist (Automatic or Bill Pay)

- | | |
|----------------------------|--------------------------|
| ◇ Electric Company | ◇ Other Loans _____ |
| ◇ Gas Company | ◇ Dept. Store Card _____ |
| ◇ Water Company | ◇ Home/Rental Insurance |
| ◇ Telephone | ◇ Automobile Insurance |
| ◇ Cellular Phone | ◇ Life/Health Insurance |
| ◇ Cable Service | ◇ Auto Club (AAA) |
| ◇ Mortgage or Rent Payment | ◇ Health Club |
| ◇ Car Loan or Lease | ◇ Charitable Donations |
| ◇ Credit Card _____ | ◇ Other _____ |
| ◇ Credit Card _____ | |



Change Automatic Withdrawal

Date

Name of Company that Makes Automatic Withdrawal

Street Address

City, State, Zip

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount) for my _____ (what payment is for),
_____ (account or other identifying number), _____ (when) from the following account:

Old Bank: _____

Old Bank Routing Number: _____

Old Account Number: _____

Please stop making withdrawals from that account and instead make them from:

Financial Institution Name: Crest Savings Bank

Bank Routing Number: 231271501

Account Number: _____

If you have any questions about this request, please contact me during the *DAY/EVENING* (circle one) at
_____ (phone number).

Thank you.

Sincerely,

Signature

Name (please print)

Street Address

City, State, Zip

Other Information your Employer May Need (SSN, Employee ID#)

