



# REQUEST AND APPROVAL TO CHANGE AUTOMATIC TRANSFER

Print and complete a copy of this form to notify any banks or companies that you are authorizing your automatic transfer (ex: loan payment, insurance payment, transfers to brokerage accounts, transfers to savings accounts, etc.) to your new BB&T account.

This form is recommended for fixed dollar amount transfers.

You are currently making the following automatic transfer on my behalf: \$ \_\_\_\_\_

**From:**

Name of Bank or Company: \_\_\_\_\_

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

**To:**

Name of Institution: \_\_\_\_\_

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

Schedule/Frequency: \_\_\_\_\_

**Please use this letter as my authorization to switch the transfer to the below listed account at BB&T.**

Institution: BB&T

Routing Number: \_\_\_\_\_

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

All other aspects of the transfer should remain the same. Please make this change effective as of: \_\_\_\_\_

If you need further information to complete the change, I can be contacted at: \_\_\_\_\_

\_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_