



**PALMETTO CITIZENS**  
FEDERAL CREDIT UNION

ACHIEVE YOUR POTENTIAL®

# Automatic Payment Changes Form

*Please complete this form for any company/organization (payee) that is paid automatically from your checking account, and mail it to that payee. To expedite this process, you may wish to call the organization directly or visit their website to change this information or for any specific instructions or requirements. Please note some automatic payment changes can take 30 days to process. Palmetto Citizens can not cancel any direct payments originating with another company/organization.*

**To (organization/payee):** \_\_\_\_\_

**Payee Account Number:** \_\_\_\_\_

**Name of Depositor (your name):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Palmetto Citizens Federal Credit Union**  
**PO Box 5846**  
**Columbia, SC 29250-5846**

**ABA/Routing Number: 253978617**

**PCFCU Account Number:** \_\_\_\_\_

*(Refer to online/mobile banking or the bottom of your checks for your 9 to 12 digit account number.)*

\* We recommend you have all automatic payments drafted using your checking account and routing numbers to avoid updating the information if the event your debit card number changes. To have a payment drafted from your debit card, please contact the company/organization directly.

**Please make this change effective:** \_\_\_\_\_

Month / Day / Year

Effective on the date specified, all automatic payments debited on my behalf for the Payee Account Number listed above should be switched to the PCFCU account specified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date