

To Whom It May Concern:

**Personal Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

Please establish the following for the client above.

Create a New Automatic Payment

Change My Current Automatic Payment

**Bill Payment Information:**

\_\_\_\_\_  
Name Of Business or Vendor

\_\_\_\_\_  
Account Number with Payee

Please Debit My Vista Bank Checking Account

Please Charge My Vista Bank Check Card

\_\_\_\_\_  
111314575

Routing Number

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Checking Account Number

Attach a voided check or deposit slip below.

\_\_\_\_\_  
Expiration Date

**Authorization:**

I authorize \_\_\_\_\_ (payee) to initiate payments from my Vista Bank account as indicated above and to make adjustments for any debit made in error if necessary. This authority will remain in effect until I have given written notice to terminate this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TO HAVE YOUR ACCOUNT DEBITED,  
PLACE A VOIDED CHECK HERE.

Please note, when form is completed it needs to be mailed to business or vendor, whom you are instructing to make payment electronically from your account.