

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.