

## Automatic Withdrawal Transfer Form

If you have regular automatic withdrawals from your account, you will want to notify the organization that generates those withdrawals of the change to your account. This Automatic Withdrawal Transfer Form will help you do that.

**Please complete and sign this form, then submit it to the appropriate organization.**

\_\_\_\_\_  
Company/Payee Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Account Number (insert your account number with the payee)

\_\_\_\_\_  
Amount of Withdrawal (Leave blank if the amount of the withdrawal is variable)

Effective immediately, begin using this new account number to process my automatic withdrawal. Please change your records to reflect my new account information as follows:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Tax ID/SSN:

(if required)

My Bank is **Cambridge Trust Company**

New Account # \_\_\_\_\_

Type of Account:  Checking  Savings  Money Market

Cambridge Trust Company Routing #: 011-300-595

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Reminders:

- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both financial institutions until your automatic withdrawal transfer is complete.
- If you would like information regarding when your automatic withdrawal transfer will become effective, contact the organization that generates your automatic withdrawal.
- Update any online or telephone bill payment service with your new account information.
- The organization may require you to complete additional forms in order to process your transfer.