



Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and Zip)

From: \_\_\_\_\_  
(Customer's Name)

Re: Account Number \_\_\_\_\_  
(if applicable)

This memo serves as notification that I have established a new account with MECE Credit Union.  
**Please stop making deposits to / withdrawals from the account at:**

\_\_\_\_\_  
(Name of financial institution)

Listed below is the relevant account and routing information needed for you to change my automatic deposit / payment to my new MECE Credit Union account.

If this form is not sufficient to change my automatic deposit / payment, please forward your authorized company form for my signature.

**MECE Credit Union Account Information:**     Deposit         Payment

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

**Routing & Transit Number (ABA): 286586254**

**Address:** PO Box 1586, Jefferson City, MO 65102

**Phone Number: 573-634-2595**

**Member Signature and Address:**

\_\_\_\_\_  
Authorized Member Signature

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

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip