

NEW BANK ACCOUNT FOR EXISTING AUTHORIZATION

I (we) hereby authorize the Chapter 13 Trustee, hereinafter called TRUSTEE, to change the banking information for my (our) debit entries effective with the _____/____ (month & year) payment. **Form must be received at least 10 business days prior to the actual date the change is to take effect It must be mailed to PO Box 511, Chattanooga, TN 37401-0511.**

Bank Name: _____

Transit/ABA (Bank Routing) No: _____ Account No: _____

Note: The Transit/ABA number is a 9 digit number that is found on the bottom left of your check, before your account number. Please do not use a deposit slip to locate this number. Some banks use an ACH number different from the regular routing number (usually with tiny numbers). **Do not mark over bank routing information on the bottom of the check.**

This authority is to remain in full force and effect until TRUSTEE and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford TRUSTEE and DEPOSITORY a reasonable opportunity to act on it. **All account holders must authorize the debit by signing below. Send original documents (check can be a photocopy).**

Name: _____
(please print or type)

Case No: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

Your phone number: _____

TYPE OF ACCOUNT-SELECT ONE: CHECKING (checks or checkless) SAVINGS

PLEASE ATTACH A VOIDED CHECK HERE **(NO STARTER CHECKS OR BUSINESS CHECKS):**

NOTE: NetSpend and other prepaid debit cards cannot be used. If a **savings** account or **checkless** account is being designated, please contact your financial institution and obtain and attach written verification of the proper Transit/ABA No. and the proper Account No.

If using a debit account without checks, be sure it accepts ACH transactions

IMPORTANT: To avoid confusion, all bank account changes will be processed immediately. If there is not time for the next scheduled payment to be made from the new bank account (10 business day requirement), all intervening payments will be skipped until the next available scheduled deduction date. You will have to make up any skipped payments manually.

Contact your attorney to request temporary suspension of your payments if you need to make a change that cannot be completed before your next deduction. If any deductions are missed, you have to make the payments yourself until they resume.