

## Automatic Deduction Request Form

Use this form to have payments automatically deducted from your Fort Lee Federal Credit Union account.

<b>To:</b>	
Company Name:	_____
Company Address:	_____
City:	_____ State: _____ Zip: _____

### Important Tips

◆ Contact any company you wish to make an automatic payment with (i.e. utilities, gym membership dues, etc.) and find out if any additional forms are required.

◆ Find out if any companies will accept a request to switch your automatic deduction preferences online or by phone.

◆ Don't forget to notify any companies that use your debit card to draft your account. Make sure they have your Fort Lee FCU debit card information.

◆ Refer to your Fort Lee FCU Member Account Card for your account number.

◆ Keep your old account open until all deposits and deductions have been switched to your Fort Lee FCU account.

➔ **I am requesting to have my automatic deduction to be moved to my account at Fort Lee Federal Credit Union. Please refer to the following information to make the change.**

Name on Account With Your Company:	_____
Account Number at Your Company:	_____
Deduction Amount: \$	_____
My Address:	_____
City:	_____ State: _____ Zip: _____
Please switch my deductions to this Fort Lee Federal Credit Union account:	
Effective:	<input type="checkbox"/> Immediately <input type="checkbox"/> Beginning _____ / _____ / _____
Checking Account #:	_____
Routing #:	<b>251480576</b>
Fort Lee Federal Credit Union 4495 Crossings Boulevard Prince George, VA 23875  (804) 452-0736 or (800) 782-7599	

### Questions?

Contact Fort Lee  
Federal Credit Union  
Member Services:  
(804) 452-0736  
(800) 782-7599

Federally insured by NCUA.

**If you have any questions, please call me at:** ( \_\_\_\_\_ ) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_