

# 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:  Immediately  Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Checking Account #: \_\_\_\_\_

Routing #: **251480576**

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_