

Automatic Deduction Request



Use this form to have payments automatically deducted from your Homebase Federal Credit Union (Homebase Credit Union) account.

To:	
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 Homebase Credit Union debit card information.
- Refer to your Homebase Credit Union Member Account Card for your account number.
- Keep your old account open until all deposits and deductions have been switched to your Homebase Credit Union account.

→ I am requesting to have my automatic deduction to be moved to my account at Homebase 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 Homebase Credit Union account:	
Effective:	<input type="checkbox"/> Immediately <input type="checkbox"/> Beginning _____
Checking Account #:	_____
Routing #:	251480576
Homebase Credit Union 4495 Crossings Boulevard Prince George, VA 23875 (804) 452-0736 or (800) 782-7599	

Questions?

Homebase Credit Union
Member Services:
(804) 452-0736
(800) 782-7599

If you have any questions, please call me at: _____

Signature _____ Date: _____