

# Automatic Deduction Request

Use this form to have payments automatically deducted from your Virginia Credit Union account

To:

Company name \_\_\_\_\_

Company address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**I want my automatic deduction to be moved to my account at Virginia Credit Union. Please use the following information to make that change.**

Name on account with your company \_\_\_\_\_

My account number \_\_\_\_\_ Deduction amount \$ \_\_\_\_\_

**Please switch my deductions to this Virginia Credit Union account:**

Effective  Immediately  Beginning (mm/dd/yy) \_\_\_\_\_

Checking Account Number (10 digits): \_\_\_\_\_ Routing Number: **251082615**

Virginia Credit Union

P. O. Box 90010

Richmond, VA 23225


**If you have any questions, please contact me:**

Phone Number (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_


Signature \_\_\_\_\_ Date \_\_\_\_\_

**TIPS:**

- Notify any company you would like to change your automatic payment with (gym membership fees, phone service, utilities, etc). Find out if any additional forms are necessary.
- You can find your VACU account number in the bottom center of your VACU check.
- See if the company will accept a request to change your deduction online or by phone.
- Notify any companies that draft your account using your debit card. Provide your new debit card information.
- You can use our free Bill pay service within Online Banking to schedule one-time or recurring payments.
- Keep your old account open until all direct deposits and deductions have been switched to your new VACU account.

 (804) 323-6800  
(800) 285-6609

 [vacu.org](http://vacu.org)

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