



Auto Pay Change Request Form

The Auto Pay Change Request Form is used to change bank information, payment date or update the amount of payment to be debited. The completed signed form must be received by Sabal Palm Bank by the 20th of the prior month in which the change is to be effective.

I hereby authorize Sabal Palm Bank to make the following changes to my auto debit:

Effective Date: _____

Association Name: _____

Phone Number: _____

Unit Owner Name: _____

Unit Number: _____

New Bank Name: _____

Checking

Bank Routing Number: _____

Account Number: _____

Savings

****Please note: A voided check from your new designated bank must be included with change request****

Previous Amount: _____

New Amount: _____

Last Payment Date: _____

New Payment Date: _____

This authorization is to remain in effect until Sabal Palm Bank has received written notification or the Association account has been closed. Said written notification must be from the unit owner, the Association or the Management Company and must include the date termination is desired. Notification must be received by the 20th of the prior month in which the termination is desired.

Please Sign Here

Date

Sabal Palm Bank
C/O Association Department
P.O. Box 3769
Sarasota, FL 34230-3769
LockboxSupport@SPBank.com
PH: 941-806-0434 FAX: 941-306-0914

For Bank Use Only

Date Request Received _____
Date Completed _____
Completed By _____
Verified By _____