

DIRECT DEPOSIT CHANGE LETTER

Attention: **Payroll Department Manager**

I have recently changed financial institutions and would like to update my direct deposit. Please stop depositing in my old account and begin making deposits into my new account as soon as possible. If you have any questions regarding this request, please contact me at the phone number below or call my credit union at (563) 264-7210. Thank you for your help!



Sincerely,

AUTHORIZED SIGNATURE
(Original signature required to authorize change)

DATE

ACCOUNT INFORMATION *Please print the following:*

MY FIRST AND LAST NAME _____

MY ADDRESS _____

CITY / STATE / ZIP _____

MY PHONE NUMBER _____

MY EMPLOYEE NUMBER OR SOCIAL SECURITY NUMBER _____

AMOUNT DEPOSITED (Enter a specific dollar amount or write "total deposit") _____

MY NEW ACCOUNT IS WITH _____

THE ROUTING NUMBER THERE IS **273975629**

MY ACCOUNT NUMBER WITH THEM IS _____

PLEASE DEPOSIT INTO THE: ☐ Checking Account
(Choose one) ☐ Savings Account