

# Direct deposit letter

Company name

Address

City

State

Zip code

**ATTENTION: Payroll Department Manager**

**Subject: Switch My Direct Deposit to a New Account**

I have recently changed banks and would like to update my direct deposit. Please discontinue my current direct deposit instruction and begin making direct deposit(s) into my new Red River Bank Account. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized signature (original signature required to authorize change)

\_\_\_\_\_  
Date

## Direct deposit information

First name

Previous bank name

Last name

Amount deposited (enter deposit amount or "total" deposit)

Social Security number or Employee number

Routing number

Account number

Address

New bank name

City

State

Zip code

Amount deposited (enter deposit amount)

Day phone

Evening phone

Routing number

Account number