

# CHANGE PAYROLL DIRECT DEPOSIT

\_\_\_\_\_ Date

\_\_\_\_\_ Employer/Depositor's Name

\_\_\_\_\_ Address

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

To Whom It May Concern:

You are currently depositing **MY ENTIRE PAYCHECK / PART OF MY PAYCHECK** (circle one) to the following account:

Former Financial Institution: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please stop making deposits to that account and instead make them to:

First Federal Savings Bank

283972094

Account Number: \_\_\_\_\_

Checking  Savings

If you have any questions about this request, please contact me during the **DAY / EVENING** (circle one) at  
(\_\_\_\_\_) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_ Signature

\_\_\_\_\_ Name (please print)

\_\_\_\_\_ Address

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

Other Information Your Employer May Need (SSN, Employee ID#, etc.)

It is the responsibility of the employee to present or send this letter to their employer.