

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

Last Name

Social Security Number or Employee Number

Address

City / State / Zip Code

Day Phone

Evening Phone

Previous Bank Name

\$

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

Routing Number

Account Number

New Bank Name

\$

Amount Deposited (enter deposit amount)

Routing Number

Account Number

