



# Payroll Deposit Letter

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employer Address

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

**RE: SWITCHING MY DIRECT DEPOSIT**

ATTENTION: Accounts Payable/Accounting

I have recently changed banks and would like to have my direct deposit changed to my new account.

Please discontinue my current deposit and begin making direct deposit(s) into my new Security BankUSA 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

\_\_\_\_\_  
Date

## Direct Deposit Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone: Day/Evening

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Old Bank Name

\_\_\_\_\_  
Old Routing Number/Account Number

\_\_\_\_\_  
Reason for Payment

\_\_\_\_\_  
\$ Amount of Payment

\_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Security BankUSA  
New Bank Name

\_\_\_\_\_  
091201258 / \_\_\_\_\_  
New Routing Number/ Account Number