

# CHANGE REQUEST - DIRECT DEPOSIT

Today's Date \_\_\_\_\_

Company that makes deposit \_\_\_\_\_

Company Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## TO WHOM IT MAY CONCERN:

You are currently depositing \$ \_\_\_\_\_ (amount), per \_\_\_\_\_ (how often)

for \_\_\_\_\_ (what deposit is for), to the following account:

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

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

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

If you have any questions about this request, please contact me during the DAY/EVENING (circle one) at

(\_\_\_\_) \_\_\_\_\_ (phone number).

Thank you.

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

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

Other Information (Soc.Sec.#, ID#, etc.) \_\_\_\_\_