

**Direct Deposit  
Easy Change Letter**



Easy Change Form

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Re: Switching My Automatic Payments

Attention: Accounting/ACH Department

I have recently changed financial institutions and I would like to now have my direct deposit with your company changed to my Credit Union account.

Please immediately discontinue crediting the below referenced account and begin making direct deposits into my new First Castle Federal Credit Union account.

If you have any questions regarding this request, please contact me by mail or call me at the number listed below.

Sincerely,

\_\_\_\_\_  
Authorized Signature                      Date

**Automatic Payment Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Amount Credited: \_\_\_\_\_  
(Enter deposit amount)

**Previous Financial Information:**

Institution: \_\_\_\_\_ Routing Number: \_\_\_\_\_

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

Date Deposit is made: \_\_\_\_\_

**New Financial Information:**

Institution: First Castle Federal C.U. Routing Number: 265075883

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