

Payroll Deposit Easy Change Letter



Easy Change Form

Company Name: _____

Address: _____

Re: *Switching My Payroll Direct Deposit to a New Account*

Attention: *Payroll Department*

I have recently changed financial institutions and I would like to update my direct deposit. Please discontinue my current deposit 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

Direct Deposit Information

Name: _____ Phone: _____

Address: _____ Employee Number: _____

Social Security Number: _____

Previous Financial Information:

Institution: _____ Routing Number: _____

1st Account Number: _____ 1st Amount Deposited: _____

2nd Account Number: _____ 2nd Amount Deposited: _____
(if applicable) (if applicable)

New Financial Information:

Institution: First Castle Federal C.U.

Routing Number: 265075883

Account Number: _____

Amount Deposited: _____