

PAYROLL DEPOSIT LETTER



COMPANY NAME

ADDRESS

RE: Switching My Payroll Deposit to a New Account

ATTENTION: Payroll Department Manager

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposits to my new Industrial 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

NAME

PHONE: DAY / EVENING (CIRCLE ONE)

ADDRESS

CITY/STATE ZIP

Social Security Number

OLD BANK NAME

ROUTING NUMBER

ACCOUNT NUMBER

Amount Deposited (Enter Deposit Amount or Total Deposit)

Second ACCOUNT NUMBER

Amount Deposited (Enter Deposit Amount or Total Deposit)

Industrial Bank N.A.

NEW BANK NAME

ROUTING NUMBER

ACCOUNT NUMBER

ACCOUNT NUMBER

Amount Deposited (Enter Deposit Amount or Total Deposit)

Second ACCOUNT NUMBER

Amount Deposited (Enter Deposit Amount or Total Deposit)