

Date: \_\_\_\_\_

To: \_\_\_\_\_

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

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

Re: Change of Instructions for Direct Deposit

Dear Employer

I have recently changed banks and will need to have my payroll direct deposit switched from my old account to my new account with State Bank of Alcester

My personal information is as follows:

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

Social Security Number: \_\_\_\_\_

I currently have my direct deposit going to:

Financial Institution: \_\_\_\_\_

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

Bank Routing Number: \_\_\_\_\_

Please change this to my new account with State Bank of Alcester as soon as possible:

Type of account (checking or savings): \_\_\_\_\_

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

Bank Routing Number: 091403292

If you need any additional information, please call me at: \_\_\_\_\_.

Thank you.

Sincerely

\_\_\_\_\_  
Signature

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

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

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

Enclosed: Voided check/deposit slip from my new State Bank of Alcester account