

Date	
To (Company)	
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 at Western National Bank.

My personal information is as follows:

Name	
Social Security Number	

I currently have my direct deposit going to:

Financial Institution Name	
Account Number	
Routing Number	

Please change this to my new account with Western National Bank as soon as possible:

Type of Account (Checking, Savings)	
Account Number	
Bank Routing Number	

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

Thank you.

Sincerely,

Signature

Name	
Address	
City, State, Zip	

Enclosed: Voided check from my new Western National Bank account

