

Direct Deposit Request

Company Name

Address

City

State

Zip

ATTN: Payroll
RE: Switching My Direct Deposit to a New Account

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making my direct deposit(s) into my new STERLING 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

Date

DIRECT DEPOSIT INFORMATION

NAME

SSN

EMPLOYEE NO

ADDRESS

CITY

STATE

ZIP

PHONE

PREVIOUS BANK NAME

ROUTING NUMBER

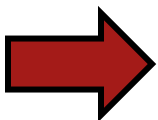
ACCOUNT NUMBER

STERLING BANK 081519073

NEW BANK NAME

NEW ROUTING NUMBER

NEW ACCOUNT NUMBER



If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000
- For Social Security/SSI Checks or other Federal Benefit Payments: www.godirect.gov

Automatic Payment Request



Company Name

Address

City

State

Zip

ATTN: Accounts Receivable / Accounting **RE: Changing My Automatic Payment**

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting my old bank account and begin making automatic withdrawals from my new **STERLING** 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.

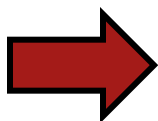
Sincerely,

Authorized Signature

Date

AUTOMATIC PAYMENT INFORMATION

NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
\$ AMOUNT DEBITED (enter payment amount or 'amount due')			
PREVIOUS BANK NAME	ROUTING NUMBER	ACCOUNT NUMBER	
\$ PAYMENT OR REASON		DATE OF PAYMENT	
STERLING BANK	081519073		
NEW BANK NAME	NEW ROUTING NUMBER	NEW ACCOUNT NUMBER	



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Account Closing Request



Company Name

Address

City State Zip

ATTN: Accounts Maintenance
RE: Close My Accounts

This letter is to inform you that I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.

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

Date

ACCOUNT INFORMATION

NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
PHONE			
ACCOUNT #1	ACCOUNT #2	ACCOUNT #3	
ACCOUNT#4	ACCOUNT #5	ACCOUNT #6	