

# 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

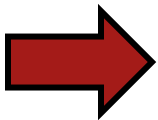
\_\_\_\_\_  
ACCOUNT NUMBER

**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

# 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.

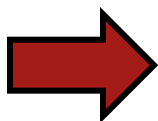
Sincerely,

\_\_\_\_\_  
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	
<b>STERLING BANK</b>	<b>081519073</b>		
NEW BANK NAME	NEW ROUTING NUMBER	NEW ACCOUNT NUMBER	



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- For Veterans Benefits: 1-800-827-1000

# 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	