

Direct Deposit Change Request

Date of Request	
Name of Employer	
Address	
City, State, Zip Code	

Dear Employer:

I have recently changed my bank account to RiverWood Bank and request that you redirect my payroll direct deposit from my old bank account to my new bank account.

My personal information is provided below. If this form is not sufficient to make this change, please contact me with further instructions, or send me a copy of your company form for my signature.

Sincerely,

Account Holder Signature

My Personal Information

Name	
Social Security Number	
Address	
City, State, Zip	
Phone	

My direct deposit is currently directed to:

Financial Institution	
Routing Number	
Account Number	

Please send my direct deposit to my new RiverWood Bank account.

Bank Address	
Type of Account	
Routing Number	
Account Number	

Enclosure: Voided check from my new RiverWood Bank account