

# Change Payroll Direct Deposit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Depositor's Name

\_\_\_\_\_  
Street Address

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

To Whom It May Concern:

You are currently depositing MY ENTIRE PAYCHECK/PART OF MY PAYCHECK (circle one) for the following account:

Old Bank: \_\_\_\_\_

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

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

Please stop making deposits to that account and instead send them to:

Financial Institution Name: Middleton Community Bank

Bank Routing Number: 075-912-783

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

If you have any questions about this request, please contact me during the DAY/EVENING (circle one) at \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Other Information Your Employer May Need (SSN, Employee ID#)

