



Change Payroll Direct Deposit

Employer/Depositor's Name

Date

Address

City / State / Zip

To whom it may Concern:

You are currently depositing **my entire paycheck / part of my paycheck** (circle one) to the following account:

Old Bank: _____
Bank Routing Number: _____
Account Number: _____

Please stop making deposits to that account and instead make the same deposits to:

New Bank: _____ First National Bank of Fredericksburg
Bank Routing Number: _____ 031311632
Account Number: _____

If you have any questions about this request, please contact me during the **day/evening** (circle one) at (____)_____ (phone).

Thank you.

Sincerely,

Signature

Name (Please Print)

Address / City / State / Zip

Other Information Your Employer May Need (SSN, Employee ID#, etc.)