

# Change Payroll Direct Deposit



\_\_\_\_\_

Date

\_\_\_\_\_

Employer/Depositor's Name

\_\_\_\_\_

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:

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

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

Effective \_\_\_\_\_ (date), please stop making deposits to that account and instead send them to:

**Financial Institution Name:** \_\_\_\_\_ Telco Plus Credit Union

**Routing Number:** \_\_\_\_\_ 311985791

**Member 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)

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

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