



## Direct Deposit Change Request Letter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

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

### To Whom It May Concern:

I have recently changed banks and would like to update my direct deposit. Currently you are depositing into the following account:

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

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

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

Please **switch** my direct deposit from the above account to the following:

**Bank: The Citizens Bank**

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

**Routing Number: 065302154**

If you have any questions about this change please call me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

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