

Company Name: _____

Company Address: _____

ATTENTION: Payroll Department Manager

Subject: Switch My Direct Deposit to a New Account

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit instructions regarding my direct deposit and begin making deposits into my new Peoples State Bank Account. If you have any question regarding this request, please contact me by mail or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature (Original signature required to authorize change) Date

Account Information

First Name: _____

Last Name: _____

Address: _____

City, State, Zip: _____

Day Phone: _____

Cell/Evening Phone: _____

Social Security or Employee Number

Previous Bank Name

\$ _____

Amount Deposited (or "total" deposit)

Old Bank Routing Number

Old Account Number

\$ _____

Amount Deposited (enter deposit amount)

Peoples State Bank

New Bank Name

111102842 _____

New Bank Routing Account Number



Ready to print Switch Kit Letters provided by Peoples State Bank.