

Notice of Change for Payroll Direct Deposits

Date

To (Company Name)

Address

City

State

Zip Code

Dear Employer:

I have recently changed financial institutions and will need to have my payroll direct deposit switched from my old account to my new account with The Hamilton Bank.

My Personal Information is as follows:

Name

Social Security Number

Please change this to my new account with The Hamilton Bank as soon as possible: The Hamilton Bank, PO Box 127, Hamilton, MO 64644.

Type of Account (Checking or Savings)

New Account Number

101918075

Routing Number

If you have any questions, please call me at: _____

Thank you.

Sincerely,

Signature

Address

City

State

Zip Code

Enclosed: Voided check from my new Hamilton Bank account.