

# *Request to Change Direct Deposit*

Date: \_\_\_\_\_

To:

\_\_\_\_\_  
COMPANY MAKING DIRECT DEPOSIT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

## **To Whom It May Concern:**

Please be advised that I have closed the account listed below. You are currently depositing ( ) my paycheck, ( ) my Social Security benefits, or ( ) another type of payment into the account.

Closed account was held at: \_\_\_\_\_ (Name of Bank)

Routing number \_\_\_\_\_ Account number \_\_\_\_\_

## **Effective immediately, all deposits should be made into the following account at COOPERATIVE BANK:**

Routing number: **253171728** Account number \_\_\_\_\_

If you have any questions about this request, please contact me at the following number.

Phone \_\_\_\_\_ Day / Evening (circle one)

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)