

# Direct Deposit Letter



## Easy Choice<sup>SM</sup> Switch Kit

*Complete this form for each company you have direct deposit with. Please give the form to your Human Resources/Payroll department for payroll deposit. If you have social security or other governmental direct deposit, please be sure to obtain the correct forms from Allegis Credit Union.*

Company Name

Address

Subject: Switching My Payroll Direct Deposit To A New Account

Attention: Payroll Department

I have recently changed financial institutions and would like to update my direct deposit. Please discontinue direct deposit to the account listed below and begin making direct deposit to my new Allegis Credit Union account. Please feel free to contact me by mail or phone with any questions regarding this request. Thank you for your assistance in this matter.

Sincerely,

Authorized Signature (Required to authorize change)

Date

This is a new authorization for direct deposit.  
I am not currently using direct deposit.

Please change my existing direct deposit authorization.  
Transfer automatic payment from my previous financial institution to Allegis Credit Union.

### Direct Deposit Information

Name

Phone: Day / Evening (circle one)

Address

City/State/Zip

Employer Name

Social Security Number or Employee Number

### Financial Institution Information

Previous Financial Institution Name

Routing Number

Account Number

Amount Deposited or "Total Deposit"

**Allegis Credit Union**

**272481884**

New Financial Institution Name

Routing Number

Account Number

Amount To Deposit or "Total Deposit"