

**Change of Direct Deposit or Payroll**

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

To (Company): \_\_\_\_\_

Address: \_\_\_\_\_

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

**Re: Change of Direct Deposit**

Dear Employer:

I have recently changed banks and will need to have my payroll direct deposit moved from my old account to my new account with Metrum Community Credit Union.

My personal information is as follows:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I currently have my direct deposit going to:

Financial Institution: \_\_\_\_\_

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

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

Please change this to my new account with Metrum Community Credit Union as soon as possible:

Type of Account (Checking or Savings): \_\_\_\_\_

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

Routing Number: 302075555

If you need additional information, please call me at: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

Enclosed: Voided check from my Metrum Community Credit Union account.