

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip



**Direct Deposit Request** 

**RE: Switching My Direct Deposit to a New Account  
Attention: Payroll**

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new **Wayne Bank and Trust** account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**DIRECT DEPOSIT INFORMATION**

NAME		SOCIAL SECURITY NUMBER	EMPLOYEE NUMBER	
ADDRESS		CITY	STATE	ZIP
PHONE <input type="radio"/> DAYPHONE <input type="radio"/> EVENING PHONE				
PREVIOUS BANK NAME	ROUTING NUMBER		ACCOUNT NUMBER	
<b>Wayne Bank and Trust</b>				
NEW BANK NAME	NEW ROUTING NUMBER		NEW ACCOUNT NUMBER	



If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000
- For Social Security/SSI Checks or other Federal Benefit Payments: [www.godirect.gov](http://www.godirect.gov)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip



Wayne Bank

Automatic Payment

**RE: Changing My Automatic Payment**  
**Attention: Accounts Receivable / Accounting**

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting my old bank account and begin making automatic withdrawals from my new **Wayne Bank and Trust** account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**AUTOMATIC PAYMENT INFORMATION**

NAME		PHONE	<input type="radio"/> DAYPHONE	<input type="radio"/> EVENING PHONE
ADDRESS		CITY	STATE	ZIP
\$ AMOUNT DEBITED (enter payment amount or "amount due")				
PREVIOUS BANK NAME	ROUTING NUMBER	ACCOUNT NUMBER		
\$ PAYMENT OR REASON	DATE OF PAYMENT			
<b>Wayne Bank and Trust</b>				
NEW BANK NAME	NEW ROUTING NUMBER	NEW ACCOUNT NUMBER		

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Bank Name

Address

City State Zip



RE: Close My Accounts
Attention: Account Maintenance

This letter is to inform you that I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

ACCOUNT INFORMATION

NAME

ADDRESS

CITY

STATE

ZIP

PHONE DAYPHONE EVENING PHONE

ACCOUNT #1

ACCOUNT #2

ACCOUNT #3

ACCOUNT #4