

# Change Payroll Direct Deposit

(Complete one form and present to employer)

\_\_\_\_\_  
YOUR NAME

\_\_\_\_\_  
EMPLOYER'S NAME

\_\_\_\_\_  
EMPLOYER'S MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

To Whom It May Concern:

You are currently depositing: \_\_\_\_\_ my entire paycheck or \_\_\_\_\_ part of my paycheck in the amount of \$ \_\_\_\_\_ to the following account:

CURRENT FINANCIAL INSTITUTION: \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

Please cancel my direct deposit to that account and instead deposit to:

FINANCIAL INSTITUTION NAME: **WILLIS- KNIGHTON FEDERAL CREDIT UNION**

FINANCIAL INSTITUTION ROUTING NUMBER: **311175970**

ACCOUNT NUMBER: \_\_\_\_\_

If you have any questions about this request, contact me at one of the following numbers:

Daytime: \_\_\_\_\_ or Evening: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_  
SIGNATURE

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

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
OTHER INFORMATION YOUR EMPLOYER MAY NEED (SSN, EMPLOYEE #, ETC)