

# CHANGE PAYROLL DIRECT DEPOSIT

\_\_\_\_\_

Date

\_\_\_\_\_

Employer/Depositor's Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

To Whom It May Concern:

You are currently depositing **MY ENTIRE PAYCHECK / PART OF MY PAYCHECK** (circle one) to the following account:

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

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

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

Effective \_\_\_\_\_ (date), please stop making deposits to that account and instead send them to:

Financial Institution Name: Robins Federal Credit Union

Routing Number: 261171587

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

If you have any questions about this request, please contact me during the

**DAY / EVENING** (circle one) at ( \_\_\_\_\_ ) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Other Information Your Employer May Need (SSN, Employee ID#, etc.)