



Direct Deposit Change Request Letter

Date

Company Name

Company Address

City, State, Zip

To Whom It May Concern:

I have recently changed banks and would like to update my direct deposit. Currently you are depositing into the following account:

Bank: _____

Account Number: _____

Routing Number: _____

Please **switch** my direct deposit from the above account **to** the following:

Bank: Heartland Community Bank

Account Number: _____

Routing Number: 282970068

If you have any questions about this change please call me at (____) ____-____.

Thank you,

Signature

Print Name

Address

City, State, Zip

*Please attach a voided Heartland Community Bank check to this letter.