



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 **SPRINGS VALLEY BANK & TRUST COMPANY** 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"/> DAY PHONE <input type="radio"/> EVENING PHONE		
PREVIOUS BANK NAME	ROUTING NUMBER	ACCOUNT NUMBER
SPRINGS VALLEY BANK & TRUST COMPANY	083909445	
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; or other Federal Benefit Payments: www.godirect.gov

Loyal to you, your family, and your future.

svbt.bank | **800.843.4947** | Since 1902



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