

Direct Deposit Transfer Request

Please change the account for my direct deposit.

Date	Company making direct deposit
Company address	City, state, zip

To whom it may concern,
You are currently depositing a payment into the following account:

Former bank	Routing number
Former bank account number	

Please use this request with my signature below as a formal authorization to make any recurring direct deposit(s) to my new account with Keen Bank, listed below. Direct deposits to my former bank account should be discontinued.

	091901561
Account number	Routing number

(Include a voided Keen Bank check with each direct deposit transfer request.)

If you have any questions about this request, please contact me directly. If this information is insufficient to make the changes requested, please send me the appropriate form to the address listed below. Thank you.

Name	
Address	City, state zip
Phone	
Signature	

You can use this form for each direct deposit that you have set up with your former bank. Mail the form or submit to your human resources department. To transfer social security direct deposit, you can either call the Social Security Administration or go to www.ssa.gov.