



Change Payroll Direct Deposit

When transferring your Direct Deposit, remember to allow 30 days before your new Direct Deposit will take effect. Your employer may also require your Social Security Number or Employee ID Number. Consult your Human Resources or Payroll Department for details. After completing this form, deliver it to your Human Resources or Payroll Department for processing.

Employer/Depositor Name

Complete 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: _____
Routing/Transit Number: _____
Account Number: _____

Please stop depositing to the above account and begin depositing to the account listed below:

New Account Information:
Financial Institution: _____
Routing/Transit Number: _____
Account Number: _____

If you have any questions about this request, please contact me during the DAY/EVENING (circle one) at _____ (phone number).

Thank you for your assistance.

Sincerely,

Name (please print)

Signature

Address

City, State, Zip

If you have any questions about this or any other forms, please contact us at 410-965-8908 or 1-866-4SECPLUS, or stop by one of our branches.