

Date:	
To (Company):	
Address:	
City, State, Zip:	

Re: Change of Instructions for Direct Deposit

Dear Employer:

I have recently changed banks and will need to have my payroll direct deposit switched from my old account to my new account with Wells Fargo.

My personal information is as follows:

Name:	
Social Security Number:	

I currently have my direct deposit going to:

Financial Institution:	
Account Number:	
Bank Routing Number:	

Please change this to my new account with Wells Fargo as soon as possible:

Type of Account (Checking or Savings):	
Account Number:	
Bank Routing Number:	

If you need any additional information, please call me at:

Thank you.

Sincerely,

Signature

Name:	
Address:	
City, State, Zip:	

Enclosed: Voided check from my new Wells Fargo account