



## Direct Deposit Transfer Form

If you have regular direct deposits to your account (such as paychecks, dividends or U.S. Treasury payments) you will want to notify the organization that generates those deposits of the recent change to your account. This Direct Deposit Transfer Form will help you do that.

**Please complete and sign this form, then submit it to the appropriate organization.**

TO:

COMPANY/AGENCY NAME

ADDRESS

CITY

STATE

ZIP

Effective immediately, begin using this new account number to process my direct deposit. Please change your records to reflect my new account information as follows:

NAME

ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE NUMBER

TAX ID/SSN: - -

My Bank is **Bank of America**

New Account # \_\_\_\_\_ Type of Account: ☐ Checking ☐ Savings

Routing TRANSIT # \_\_\_\_\_

(Your routing transit number is the nine-digit ACH/RT number located below the Bank of America logo on your checks.)

SIGNATURE

DATE

### Reminders:

- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both financial institutions until your direct deposit transfer is complete.
- If you would like information regarding when your direct deposit transfer will become effective, contact the organization that generates your direct deposit.
- The organization may require you to complete additional forms in order to process your transfer.