

# Direct Deposit Transfer Letter

Complete and sign this form for every party [i.e. employer, vendor] initializing a direct deposit to your account. Then, give the signed form to the party making the direct deposit.

☐ Establish Direct Deposit

☐ Change my existing Direct Deposit

Company Information      Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Customer Information      Name \_\_\_\_\_ Employee ID#/Account # \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Bank Information      HSBC Bank: USA, N.A.  
Routing Number: 022000020

Deposit Information      Note: You can route your direct deposit to more than one account.  
1. Account Type:      2. Account Type:  
☐ Online Payment Account      ☐ Online Payment Account  
☐ Online Savings Account      ☐ Online Savings Account  
Account Number: \_\_\_\_\_      Account Number: \_\_\_\_\_  
Amount \$ or % (circle one) \_\_\_\_\_      Amount \$ or % (circle one) \_\_\_\_\_

I authorize \_\_\_\_\_ [employer/company] to make deposits directly to my HSBC Bank USA, N.A. account(s) indicated above, and authorize the Bank to accept such deposits.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_