



# spring山谷ley

BANK & TRUST COMPANY

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



## DIRECT DEPOSIT REQUEST

### RE: Switching My Direct Deposit to a New Account Attention: Payroll

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new **SPRINGS VALLEY BANK & TRUST COMPANY** account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### DIRECT DEPOSIT INFORMATION

NAME		SOCIAL SECURITY NUMBER		EMPLOYEE NUMBER	
ADDRESS		CITY		STATE	ZIP
PHONE	DAY PHONE	EVENING PHONE			
PREVIOUS BANK NAME		ROUTING NUMBER		ACCOUNT NUMBER	
<b>SPRINGS VALLEY BANK &amp; TRUST COMPANY</b>		083909445			
NEW BANK NAME		NEW ROUTING NUMBER		NEW ACCOUNT NUMBER	



If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000; or other Federal Benefit Payments: [www.godirect.gov](http://www.godirect.gov)

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