



## Switch Kit Direct Deposit Change Request

Please return this completed request to your employer's human resources office for payroll direct deposit changes.

To: \_\_\_\_\_

(Your employer)

I have recently switched banks and would like you to begin electronically depositing my paychecks into my new Treasure State Bank account. Below is all the information necessary to make this change.

### SECTION 1 – Direct Deposit Authorization

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Company Address \_\_\_\_\_

### SECTION 2 – Deposit Instructions

Deposit the entire amount of my paycheck into my checking account # \_\_\_\_\_

Deposit \$ \_\_\_\_\_ of my paycheck into my savings account # \_\_\_\_\_

and place the remaining amount into my checking account # \_\_\_\_\_

### SECTION 3 – Read and Sign Below

I hereby authorize:

- The above listed entity to initiate credit or debit (if necessary to correct an error) entries to my Treasure State Bank account(s) for the purpose of electronically depositing my paycheck.
- This authorization is to remain in full force and effect until I send a written notice of change or cancellation.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date