

# CHANGE PAYROLL DIRECT DEPOSIT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Depositor's Name

\_\_\_\_\_  
Address

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

To Whom It May Concern:

You are currently depositing **MY ENTIRE PAYCHECK / PART OF MY PAYCHECK** (circle one) to the following account:

Old Bank: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please stop making deposits to that account and instead make them from:

Financial Institution Name: Ohio Valley Bank

Bank Routing Number: 044204370

Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me during the **DAY / EVENING** (circle one) at

(\_\_\_\_\_) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Other Information Your Employer May Need (SSN, Employee ID#, etc.)