



Citizens First Bank

Banking with people.

CHANGE DIRECT DEPOSIT

(date)

(name of employer or depositor's name)

(address)

(city)

(state)

(zip)

To Whom It May Concern:

You are currently depositing \$ _____ from my
(paycheck)
paycheck/or _____
(list source)

Please **stop making deposits** to the bank account you are using now:

Previous bank name _____

Previous bank routing number _____

Previous account number _____

Please **start making deposits** to my new bank account:

Citizens First Bank

Routing Number: 075902832

Account Number: _____

If you have any questions about this request, please contact me at this phone number:

Thank you.

Sincerely,

(signature)

(name—please print)

(address)

(city)

(state)

(zip)

(other information your employer may need (SSN, Employee ID#))