

# PLEASE CHANGE ACCOUNTS FOR DIRECT DEPOSIT

DATE \_\_\_\_\_

COMPANY MAKING DIRECT DEPOSIT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

## TO WHOM IT MAY CONCERN:

You are currently making a direct deposit into the following account:

Current Bank \_\_\_\_\_

Routing number \_\_\_\_\_

Account number \_\_\_\_\_

Please begin making this direct deposit into my new account on \_\_\_\_\_ .  
DATE

United Community Bank \_\_\_\_\_

Routing number \_\_\_\_\_

Account number \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

PHONE NO.: \_\_\_\_\_ CONTACT AT UCB \_\_\_\_\_

If you have any questions about this request, please don't hesitate to call. Thank you.

Sincerely,

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_

PHONE \_\_\_\_\_ DAY / EVENING (circle one)

ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

(BE SURE TO KEEP A COPY OF THIS DOCUMENTATION FOR YOUR FILES.)