

**PAYROLL DEPOSIT LETTER**

MECHANICS BANK  
***EASY SWITCH***

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

**RE: Switching My Payroll Direct Deposit To A New Account**

**ATTENTION: Payroll Department Manager**

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 Mechanics Bank account(s).

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

Sincerely,

\_\_\_\_\_  
Authorized Signature  
(ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE)

\_\_\_\_\_  
Date

**DIRECT DEPOSIT INFORMATION**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER OR EMPLOYEE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE

\_\_\_\_\_  
ZIP CODE

PHONE: DAY / EVENING (CIRCLE ONE)

\_\_\_\_\_  
OLD BANK NAME

\_\_\_\_\_  
ROUTING NUMBER

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
\$ AMOUNT DEPOSITED (ENTER DEPOSIT AMOUNT OR "TOTAL DEPOSIT")

\_\_\_\_\_  
SECOND ACCOUNT NUMBER

\_\_\_\_\_  
\$ AMOUNT DEPOSITED (ENTER DEPOSIT AMOUNT OR "TOTAL DEPOSIT")

**MECHANICS BANK**

**084201184**

\_\_\_\_\_  
NEW BANK NAME

\_\_\_\_\_  
ROUTING NUMBER

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
\$ AMOUNT DEPOSITED (ENTER DEPOSIT AMOUNT OR "TOTAL DEPOSIT")

\_\_\_\_\_  
SECOND ACCOUNT NUMBER

\_\_\_\_\_  
\$ AMOUNT DEPOSITED (ENTER DEPOSIT AMOUNT OR "TOTAL DEPOSIT")