

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")