

# 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:

Financial Institution name: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Effective \_\_\_\_\_ (date), please stop making deposits to that account and  
instead send them to:

Financial Institution: USSCO Federal Credit Union  
Routing Number: 231381569  
Account Number: \_\_\_\_\_  
Account Type: Savings or Checking (Circle One)

If you have any questions about this request, please contact me during the  
DAY / EVENING (Circle one) at (\_\_\_\_\_) \_\_\_\_\_ (phone number).

Thank You.  
Sincerely,

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

Signature \_\_\_\_\_

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