



# CHANGE PAYROLL DIRECT DEPOSIT

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Your Name**

\_\_\_\_\_ **Employer's Name and 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:**

**Old Bank:** \_\_\_\_\_

**Bank Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Please cancel my direct deposit to that account and transfer the deposit to:**

**New Bank:** \_\_\_\_\_ **QNB Bank**

**Bank Routing Number:** 031907790

**Account Number:** \_\_\_\_\_

**If you have any questions about this request, please contact me during the DAY / EVENING (circle one) at**

**( \_\_\_\_ ) \_\_\_\_\_ (phone number).**

**Thank you.**

**Yours truly,**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Name (Please Print)**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **City, State, Zip**

\_\_\_\_\_ **Other Information Your Employer May Need (SSN, Employee ID#, etc.)**