



DIRECT DEPOSIT REQUEST

Company Name

Address

City State Zip

**RE: Switching My Direct Deposit to a New Account
Attention: Payroll**

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 **COMMUNITY NATIONAL BANK** account.

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

Sincerely,

Authorized Signature Date

DIRECT DEPOSIT INFORMATION

Name Social Security Number Employee Number

Address City State Zip

Phone Dayphone Evening Phone

Previous Bank Name Routing Number Account Number

COMMUNITY NATIONAL BANK 064201120

New Bank Name New Routing Number New Account Number
 Checking Savings

If you receive a Social Security or government check, the easiest way to enroll in direct deposit or switch a direct deposit is to call the number below:

- For Social Security/SSI Checks: 1-800-772-1213
- For Veterans Benefits: 1-800-827-1000
- For Social Security/SSI Checks or other Federal Benefit Payments: www.godirect.gov



AUTOMATIC PAYMENT REQUEST



Company Name

Address

City State Zip

**RE: Changing my Automatic Payment
Attention: Accounts Receivable/Accounting**

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting my old bank account and begin making automatic withdrawals from my new **COMMUNITY NATIONAL BANK** account. Please contact me with any questions.

Sincerely,

Authorized Signature

Date

AUTOMATIC PAY INFORMATION

Name Phone Dayphone Evening Phone

Address City State Zip

Previous Bank Name Routing Number Account Number

Payment or Reason Date of Payment

COMMUNITY NATIONAL BANK 064201120

New Bank Name New Routing Number New Account Number
 Checking Savings



ACCOUNT CLOSING REQUEST

Company Name

Address

City State Zip

**RE: Changing my Automatic Payment
Attention: Accounts Receivable/Accounting**

This letter is to inform you that I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.

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

Sincerely,

Authorized Signature

Date

ACCOUNT INFORMATION

Name Phone Dayphone Evening Phone

Address City State Zip

Previous Bank Name Routing Number Account Number

Account #1 Account #2

Account #3 Account #4