



# springsvalley

BANK & TRUST COMPANY

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

## DIRECT DEPOSIT REQUEST

### 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 **SPRINGS VALLEY BANK & TRUST COMPANY** 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 <input type="radio"/> DAY PHONE <input type="radio"/> EVENING PHONE |                           |                           |
| PREVIOUS BANK NAME  | ROUTING NUMBER            | ACCOUNT NUMBER            |
| <b>SPRINGS VALLEY BANK &amp; TRUST COMPANY</b>                            | 083909445                 |                           |
| <b>NEW BANK NAME</b>  | <b>NEW ROUTING NUMBER</b> | <b>NEW ACCOUNT NUMBER</b> |

 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; or other Federal Benefit Payments: [www.godirect.gov](http://www.godirect.gov)

*Loyal to you, your family, and your future.*

**svbt.bank** | **800.843.4947** | *Since 1902*

