



DIRECT DEPOSIT PAYROLL REQUEST

Date

Company Name

Address

_____, _____, _____
City State Zip Code

To Whom It May Concern: Human Resource Department

I have recently changed banks and would like to have my payroll deposited in my new Hibernia Bank checking account. Please begin making my payroll deposits to my new Hibernia Bank account as soon as possible.

Hibernia Bank

Routing # 265070590

Checking Account #

If you have any questions regarding this request, please call me at the number at the number listed below. Thank you for your assistance with this matter.

Sincerely,

Signature

Name

Address

_____, _____, _____
City State Zip code

Phone Day/Evening (circle One)