

# 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:**

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

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

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

**Please STOP making deposits to that account and instead make them to:**

Financial Institution: **Gateway Bank of Southwest Florida** \_\_\_\_\_

Bank Routing Number: **063116517** \_\_\_\_\_

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

Amount to be deposited (a percentage or dollar amount): \_\_\_\_\_

Secondary Account Number: \_\_\_\_\_

Amount to be deposited (a percentage or dollar amount): \_\_\_\_\_

**If you have any questions, please contact me at:** \_\_\_\_\_

**Thank you,**

Signature

Name (please print)

\_\_\_\_\_  
Address

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

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