

# Authorization to Change Direct Deposit/Automatic Deposits

The Brand Banking Company is pleased that you have chosen us as your financial institution. We want to help make it as easy as possible to change direct deposits from your previous financial institution to your new account at Brand Bank.

For each direct/automatic deposit that needs to be “switched”-

- **Contact** each company with whom you have a direct deposit and verify the form supplied in this switch kit meets their requirements. Some companies require their own standard form.
- **Complete** the requested information below and sign where indicated. Your original signature is required to authorize the transfer from your previous financial institution to Brand Bank.
- **Print** as many copies of this form as needed. Notify each company with whom you have direct deposits that you are changing financial institutions.
- **Attach** a voided check to this form to verify your account number with Brand Bank.
- **Mail** an original form with attached voided check to each company for notification of the change to Brand Bank.
- **Allow** sufficient time for the change to take place. Depending on the timing, the direct deposit may go to your previous financial institution one more time.

<b>My checking account at the following institution has been closed.</b>			
Name of Previous Institution			
Previous ABA Routing Number		Previous Account Number	
Name on Account			
Social Security Number			
Phone Number			
<b>Please establish direct deposit into my Brand Bank checking account. <i>I have enclosed a voided check to verify my new Brand Bank account number.</i></b>			
New ABA Routing Number	061103276	New Account Number	
Signature(s)		Date	