



Direct Deposit Transfer Form

If you have regular direct deposits to your account, such as your payroll check, you will want to notify the organization that generates those deposits of the recent change to your banking relationship. This form will assist you with that task.

Please complete, sign and submit this form to the appropriate company/agency.

Company/Agency Name

Address

City

State

Zip

Effective immediately, please use my new account to process my direct deposit.

Name

Address

City

State

Zip

Daytime phone #: _____

TAX ID/SSN: _____

Account #: _____

My new Bank is: Bank of Charles Town

New Account #: _____

Type: Checking
 Savings

Routing Transit #: 057001418

Signature

Date

Please Note:

- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both banks until your direct deposit transfer has been completed.
- Please contact the organization that generates your direct deposit to determine when the change will be effective. You may be required to provide them with additional information not contained in this letter.