

# Notice of Change for Direct Deposits

(non-payroll)

DATE

TO (COMPANY NAME)

ADDRESS

CITY STATE ZIP CODE

I have recently changed financial institutions and will need to have my automatic deposit switched immediately from my old account to my new account with BTC Bank.

My Personal Information is as follows:

NAME

SOCIAL SECURITY NUMBER

MY ACCOUNT NUMBER WITH YOUR ORGANIZATION

\$  
DEPOSIT AMOUNT (if applicable)

**Please change this to my new account with BTC Bank as soon as possible:  
BTC Bank, 3606 Miller Street, Bethany, Missouri 64424.**

TYPE OF ACCOUNT (Checking or Savings)

NEW ACCOUNT NUMBER

**101916307**  
ROUTING NUMBER

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

Thank you.  
Sincerely,

SIGNATURE

NAME (please print)

ADDRESS

CITY STATE ZIP CODE

Enclosed: Voided Check from my new BTC Bank account.