

Direct Deposit Request

Instructions

Direct Deposits

Use the **Direct Deposit Request Form** to notify your employer or source of income of your new bank information.

1. Check with your employer or source of income to make sure no other forms are required. For Social Security direct deposit, call the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm
2. Use the following form to establish your direct deposit at City Bank & Trust by providing it to your employer/source of income.

DIRECT DEPOSIT REQUEST

Company Name

Address

City, State, Zip

Subject: Deposit Account Information

ATTN: _____

This form serves as notification that I wish to direct deposit to my **City Bank & Trust, Co.** account. If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature Date

DIRECT DEPOSIT INFORMATION

Name Social Security Number or Employee Number

Address City/State Zip

Phone Account Type: Checking Savings

Bank Name Routing Number Account Number

