



**MetroBank**  
Moving You Forward

CHANGE PAYROLL/DIRECT DEPOSIT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYER/DEPOSITOR'S NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE ZIP

TO WHOM IT MAY CONCERN:

I recently changed banks and request that my automatic deposit be switched to my new account at METRO BANK. My information is as follows:

Please deposit MY ENTIRE PAYCHECK \$ \_\_\_\_\_ (amount) or

Part of my PAYCHECK \$ \_\_\_\_\_ (amount)

FINANCIAL INSTITUTION NAME: METRO BANK

BANK ROUTING NUMBER: 061121122

ACCOUNT NUMBER: \_\_\_\_\_

IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST, PLEASE CONTACT ME AT: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
INFORMATION YOUR EMPLOYER MAY NEED (SSN, EMPLOYEE ID)

\_\_\_\_\_  
Street Address

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

