

REQUEST TO CHANGE DIRECT DEPOSIT FORM

Complete this form, make copies as necessary and forward it to anyone making automatic payments to or withdrawals from your previous accounts.

TO WHOM IT MAY CONCERN:

I have switched financial institutions.

You are currently: Withdrawing Depositing

\$ _____ to/from the following accounts:

Previous Financial Institution Name and Address: _____

Routing Number: _____

Account Number: _____

PLEASE STOP MAKING PAYMENTS/WITHDRAWALS FOR THE ABOVE ACCOUNT AND START MAKING PAYMENTS/WITHDRAWALS TO/FROM MY NEW FINANCIAL INSTITUTION:

RIVERTRACE FEDERAL CREDIT UNION, 6011 STAPLES MILL ROAD, HENRICO, VA 23228

Routing Number: **251082398**

Payments/Withdrawals should be made to/taken from: Checking Savings

Account Number: _____

If you have any questions or concerns about this request, please contact me at:

Phone: _____

Email: _____

SINCERELY,

Signature: _____

Name (Please Print): _____

Address: _____

City, State, Zip: _____

Date: _____