



# Step 1: Direct Deposit

\_\_\_\_\_  
Please print name of Direct Depositor  
\_\_\_\_\_  
Address City State Zip Code

## Re: Switching my Direct Deposit to a new financial institution

Dear Sir or Madam,

I have recently changed banks and would like to update my direct deposit information. Please discontinue my current direct deposit and begin making deposits into my new Cornerstone Community Bank account immediately.

Should you have any questions regarding this request, please contact me in writing or at the phone number below. Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
Authorized account holder signature Date

## Direct Deposit Information:

Type of account:  Payroll  Social Security  Retirement  Dividend Payment  
 Other \_\_\_\_\_

\_\_\_\_\_  
Customer name as it appears on company's records-please print

\_\_\_\_\_  
Social Security Number/ Employee Number Phone Number

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Former Bank Name Routing Number

\_\_\_\_\_  
Former Bank Account Number  Checking  Savings Amount Deposited

## New Bank Information:

Cornerstone Community Bank 063114564 P.O. Box 55699 St. Petersburg, FL 33732  
New Bank Name Routing Number Bank Address

\_\_\_\_\_  
New Bank Account Number  Checking  Savings Amount Deposited