payroll processing request

SSB BANK
More. Human. Interest.

Company Name	
Address	
City, State, ZIP	

ATTN: Account Maintenance
RE: Change Accounts for my Payroll Processing

To Whom It May Concern:

Effective _____, please stop processing my payroll from my old bank account and begin processing my payroll from my new SSB Bank account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature *Date* *Print Name/Title*

Phone Number(s)

Account Information

Old Bank Name	*Routing No.*	*Account No.*

New Bank Name	*Routing No.*	*Account No.*
SSB Bank	*243073959*	

FDIC FEDERAL DEPOSIT INSURANCE CORPORATION

EQUAL HOUSING LENDER

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