

Direct Deposit Notice

Instructions

Direct Deposits

After you have identified the Direct Deposits from your previous bank statements, use the Direct Deposit Request to notify the depositor of your new bank information

Before sending the Direct Deposit Request

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 enclosed form to establish your direct deposit at Merchants National Bank by providing it to your employer/source of income.
3. Maintain the account at your previous bank until you have confirmed that your Direct Deposit(s) have been switched to your Merchants National Bank account.

After sending the Direct Deposit Request

1. Confirm with your employer/source of income that forms were received.
2. Sign-up for On-Line Banking and monitor your account

Examples of Direct Deposit

- Paycheck from employer
- Social Security
- VA Compensation
- Retirement/Pension Plan
- Interest Income
- Dividends
- Military Pay

DIRECT DEPOSIT NOTICE

To: Name of Company / Organization

Payroll Administration / Other Income Source

Street Address

City, State, Zip Code

RE: **Request for Direct Deposit**

This letter is to inform you I have opened a new deposit account with Merchants National Bank of Sacramento. I would like to establish direct deposit to this account. **Attached you will find a voided check** from this account to facilitate this request. Additional account and contact information is listed below:

If you have any questions regarding this request, please do not hesitate to contact me at _____

Sincerely,

Authorized Signature
(Original Signature on Account Required to Authorize Change)

Date

ACCOUNT INFORMATION

Name of Company Originating Deposit

Account # (if applicable)

Credit Amount

Credit Date (if applicable)

As soon as possible, I would like this direct deposit transferred to my new bank account

Merchants National Bank of Sacramento
Bank Name

121109518
Bank Routing Number

Checking or Savings
Type of Account (circle one)

Account Number:

If you have any questions, please contact Jennifer Etzler or Robin Fleshman (banker) at Merchants National Bank, 1015 7th Street, Sacramento, CA 95814, (916) 442-3883

Switching to:
The Merchants National Bank
of Sacramento
Made Easy!

Please Attach A Voided Check To This Document