



PAYROLL / DIRECT DEPOSIT

Fill out form and mail to the payroll department of each company that deposits directly into your account(s).

Attention: Payroll Department Manager

I have recently changed financial institutions and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new **Rio Grande Federal Credit Union** account(s).

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

(Original signature required to authorize change)

Date

DIRECT DEPOSIT INFORMATION

MY NAME

SOCIAL SECURITY NUMBER OR EMPLOYEE NUMBER

MY ADDRESS

CITY/STATE/ZIP

HOME PHONE

CELL PHONE

NEW ACCOUNT NUMBER

AMOUNT DEPOSITED (ENTER DEPOSIT AMOUNT OR "TOTAL DEPOSIT")

RIO GRANDE FEDERAL CREDIT UNION
NEW CREDIT UNION

ROUTING NUMBER

If you would prefer to change this direct deposit of your social security over the phone rather than filling out this form, call 1-(800)-772-1213.