# Payroll Processing Change Request

Date: _____

To: _____
Name of Company/Organization

Account #: _____

To Whom It May Concern;

I am closing my bank account at the following institution:

_____
Name of Former Financial Institution

_____ _____
Account # Routing#

**New Bank Account Information/Authorization**

Please begin processing my company's payroll through my new account at Liberty Bank.

Account Type: ❒ Checking ❒ Savings

Effective: ❒ Immediately ❒ Beginning _____/_____/_____

Account #: _____ Routing #: 125108984

Customer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please contact me if you have any questions regarding this request.

Thank you,

_____ _____
Signature of Authorized Signer Date

_____
Printed Name of Authorized Signer