



## Direct Deposit Request

Please accept this letter as notification that I have established a new checking and/or savings account at Solvay Bank. I would like my paycheck to be automatically deposited to my Solvay Bank account according to the instructions below.

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**To: Payroll Department**

Employer/Company Name: \_\_\_\_\_

From: \_\_\_\_\_

**Subject: Payroll Direct Deposit**

- Establish Direct Deposit
- Change my existing Direct Deposit

**Deposit Instructions:**

Deposit entire amount to checking account number \_\_\_\_\_ OR

Deposit \$\_\_\_\_\_ to savings account number \_\_\_\_\_ AND

the remainder to checking account number \_\_\_\_\_.

*\*Please attach a voided check to this request.*

**Solvay Bank Routing Number: 021309735**

I authorize:

- The listed employer/company to change deposits of my funds to my Solvay Bank checking and/or savings account.
- Solvay Bank to credit fund to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_