



For you for life

Direct Deposit Change Notification

Complete and submit this form to any company that is automatically depositing funds to your existing checking account. You may be required to complete an additional form from your company or organization.

Direct Deposit Checklist

Consult the Direct Deposit Checklist to determine which companies you need to notify that you have switched your checking account.

- Payroll
- Bonds and CDs
- Other _____
- Pension/Retirement
- Annuities and Other Investments

Direct Deposit Change Notice

_____/_____/_____
DATE

EMPLOYER/DEPOSITOR _____ YOUR NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Direct Deposit Amount Information

You are currently depositing \$ _____ to the following account _____

Full Amount \$ _____ Partial Amount \$ _____

PREVIOUS FINANCIAL INSTITUTION _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

New Financial Institution

Harvard University Employees Credit Union, 1350 Massachusetts Avenue, Holyoke Center, Cambridge, MA 02138-3846

211381738 _____
ROUTING (ABA) NUMBER ACCOUNT NUMBER

Direct Deposit Authorization

I, _____, hereby authorize my direct deposit to be sent to my
(PRINT YOUR NAME)
new Harvard University Employees Credit Union checking account. Please make this new direct deposit effective as
of ____/____/____. I will continue to monitor my existing checking account to confirm the changes requested
DATE
in this application. I will not close any existing accounts until the changes have been made and all outstanding
checks and payments have cleared.

If you have any questions about this request, please contact me at:

Member Information

NAME _____ PHONE NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
/ /

SIGNATURE _____ DATE _____

