

EZ Switch Kit

DIRECT DEPOSIT CHANGE AUTHORIZATION

Fill out this form and submit it to each company you wish to automatically have funds deposited directly into your account. Please contact each company directly to make sure no additional forms are required. You may also need to **attach a voided check** from your new checking account with us.

Employer/Depositor Information:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

To Whom It May Concern:

I have recently switched financial institutions and will require my automatic direct deposit to be updated. Please **discontinue** making deposits to the following account at my former financial institution:

Old Financial Institution Name: _____

Old FI Routing Number: _____

Old FI Account Number: _____

Please **begin** depositing directly into the account(s) listed below, as per my deposit instructions listed:

New Bank Name: The Bank of New Glarus and Sugar River Bank Branches

New Bank Routing Number: 075903912

Deposit Instructions:

Deposit full amount to **Account Number:** _____ **Effective Date:** _____

Deposit \$ _____ to **Account Number:** _____

and remainder to **Account Number:** _____ **Effective Date:** _____

If you have any questions, please contact me at the number listed below. Thank you.

Sincerely,

Signature: _____ Address: _____

Print Name: _____ City, State, Zip: _____

Date: _____ Phone: _____



The Bank of New Glarus®
and Sugar River Bank Branches

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