

Direct Deposit Authorization Form

How to switch your direct deposit(s) to Heritage Bank & Trust:

1. For payroll checks -

Contact your company's Human Resources department for instructions on updating your direct deposit account information.

2. For Social Security checks - Contact your local Social Security Administrative office. If your company does not have a process in place for updating your direct deposit account information, please follow these steps:

- Complete this form.
- Attach a new Heritage Bank & Trust check to the completed form and write "VOID" across the front. **Do not sign the check.**
- Submit to your employer.

Follow-up on the switch:

1. Call your company's Human Resources Dept. to check on the progress of your request.

2. Login to Heritage Bank & Trust online banking to verify your direct deposits are being deposited correctly.

(Remember, it can take several payroll cycles for changes to take effect).

This memo serves as notification that I have established a new checking or savings account with Heritage Bank & Trust. Attached you will find a voided check from my new account. Listed below are the relevant account and routing numbers needed for you to establish payroll Direct Deposit to my new account.

1. Heritage Bank & Trust Routing Number **064109057**

(The first set of numbers found on the bottom of your check)

2. Heritage Bank & Trust Bank Account Number: _____

(The second set of numbers, found after the routing number)

Check One: ___Checking Account ___Savings Account

Print Name: _____

Employee Social Security Number: _____ - _____ - _____

If this form is not sufficient to authorize and complete the direct deposit update, please forward the authorized form for my signature.

Signature: _____

Phone Number: _____

Date: _____

