

Complete this form and submit it along with a voided check to your employer to start using Direct Deposit, or to change an existing Direct Deposit arrangement. Please make sure that all of your personal information is correct, and keep a copy for your records

TO:

Company/Organization Name Making Direct Deposit:			
Address:	City:	State:	Zip:

To Whom It May Concern:

Effective immediately, begin using this new account number to process my direct deposit. Please change your records to reflect my new account information as follows:

Your Name (First, MI, Last)		Social Security Number:		Daytime Phone Number:	
Address:		City:		State:	
Bank Name: Guaranty Bank & Trust N.A.		Bank Routing Number: 111915327		New Account Number:	
Type of Account (mark one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings					

ATTACH A VOIDED CHECK HERE.

- Take a check for this account out of your checkbook.
- Write 'VOID' in large letters in ink across the front of the check.
- DO NOT SIGN THE CHECK!
- Staple the check to the form in this space.

(Note: If this is a new account, you may need to wait until your checks arrive before submitting this form.)

I authorize the above Company/Organization to initiate credit entries and, if necessary, to initiate any debit entries and adjustments to correct any erroneous credit entries for Direct Deposit to my above account at Guaranty Bank & Trust N.A., on a recurring basis until I notify you in writing that I revoke this authorization.

Signature:	Date:
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Helpful Hints:

- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both financial institutions until your direct deposit transfer is complete.
- If you would like information regarding when your direct deposit transfer will become effective, contact the company/organization that generates your direct deposit.
- The company/organization may require you to complete additional forms in order to process your transfer.
- If you have social security or other governmental direct deposit, please use the Treasury Department, Standard Form 1199A or pick up a copy at any Guaranty Bank & Trust location.
- For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, 1-800-772-1213.