
(Date)

To: _____

(Depositor's Name & Mailing Address)

Subject: **DIRECT DEPOSIT ADD/CHANGE**

RE: _____
(Social Security Number or ID Number with Depositor)

To Whom It May Concern:

This letter is to notify you that I wish to change the receiving financial institution of my direct deposit from:

(Old Financial Institution) (Routing & Transit Number) (Account Number)

to:

EXCEL Federal Credit Union
5070 Peachtree Industrial Boulevard
Norcross, GA 30071

(770) 441-9235 **261071548** _____
(New Financial Institution) (Routing & Transit Number) (Account Number)

Please contact me at the following address if this is not sufficient information to complete this change.

(Account Holder Name, Address & Telephone Number)

Sincerely,

(Signature of the Person on Account with Depositor)