

The Simple Switch: Direct Deposit Request

Please accept this letter as notification that I have established a new checking and/or savings account at Capital City Bank. I would like my paycheck to be automatically deposited to my Capital City Bank account(s) according to the instructions below.

Date: _____

To: Payroll Department

Employer/Company Name: _____

From: _____

Social Security Number: _____

Subject: Payroll Direct Deposit

- Establish Direct Deposit
- Change my existing Direct Deposit

Deposit Instructions:

- Deposit entire amount to checking account number: _____ **OR**
- Deposit \$ _____ to savings account number: _____ **AND**
the remainder to checking account number: _____

Capital City Bank Routing Number: 063100688

I authorize:

- The listed employer/company to change deposits of my funds to my Capital City Bank checking or savings account.
- Capital City Bank to credit funds to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature _____ Date _____

