



Direct Deposit Change Notice

I hereby authorize my employer (or other concerned party) to deposit my payroll (or other regularly scheduled payment) into my South Shore Bank Account as listed below

Client's Full Name

Client's Address

Phone Number

Company Name

Employee # (if applicable)

Payee's Signature

Here are a few key things to remember when filling out and submitting the Direct Deposit Change Notice Form:

- ❖ Read the Direct Deposit Change Notice Form completely.
- ❖ Keep the information secure while filling out the form and submit it directly to your employer.
- ❖ It can take several payroll cycles for changes to take effect, so make sure to follow up with your HR or payroll department to check on the progress of your request.

Date

South Shore Bank
1530 Main Street
South Weymouth, MA 02190

Routing # 211371447

Account #	Amount	Checking	Savings
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I authorize (name of business) and South Shore Bank to automatically deposit my paycheck into my account(s) listed above (this includes my authorization to correct entries made in error). This authorization will remain in effect until I give South Shore Bank notice to cancel it.

Client's Signature

Date