

# DIRECT DEPOSIT WORKSHEET

Complete this form and print it out for each Direct Deposit that you would like to redirect to your Cape Ann Savings Bank Account. Bring or mail this form and a voided check from your Cape Ann Savings Bank account to the company who currently sends your direct deposit. For your security, do not email the form. \*Note: Some agencies such as the Social Security Administration or companies may require a special form.

To whom It may concern, please redirect my Direct Deposit

Effective Immediately \_\_\_\_\_ Beginning On (Date): \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Please update my Direct Deposit information to redirect to my Cape Ann Savings Bank account.

Cape Ann Savings Bank Checking Account Number: \_\_\_\_\_

Cape Ann Savings Bank Routing Number (ABA): **211370862**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Joint Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Owner Print Name: \_\_\_\_\_

**Important: Direct Deposits may take multiple deposit periods to reflect the requested change. It is advisable to keep your former account open until all your direct deposits have redirected and are credited to your Cape Ann Savings Bank account.**



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