



## Direct Deposit Change Request

To: \_\_\_\_\_

From: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Social Security or Payroll Number: \_\_\_\_\_

**Re: Change of Direct Deposit Routing:**

Please discontinue sending my automatic direct deposit to Account Number:

\_\_\_\_\_ and/or Account Number: \_\_\_\_\_

with \_\_\_\_\_.

Please begin sending the same deposit to BayPort Credit Union.  
BayPort Credit Union's routing information is:

**Routing Number: 251481368**

BayPort Credit Union  
One BayPort Way, Suite 350, Newport News, VA 23606

**Deposit instructions:**

Deposit entire amount to Savings Account Number: \_\_\_\_\_ (5 - 6 digits)

Deposit entire amount to Checking Account Number: \_\_\_\_\_ (10 or 14 digits)

Deposit \$ \_\_\_\_\_ to Savings Account Number: \_\_\_\_\_

and the remainder to Checking Account Number: \_\_\_\_\_

**I hereby authorize:**

- Above listed entity to initiate deposit of my funds to my BayPort Credit Union checking or savings account.
- BayPort Credit Union to credit entries to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

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