

# Be Prepared.

## Direct Deposit Authorization Form

Use this letter to notify and redirect direct deposits

Date:

To:

*Company/Organization name*

*Address*

*City*

*State*

*Zip*

I/We have opened a new bank account with Sandy Spring Bank. Please redirect the automatic deposit for the account listed below to my new account.

Name on Account

Address

City

State

Zip

The routing number for Sandy Spring Bank is 0550 01096.

My new account number is:

Effective:

Immediately

Beginning

If you have any questions, please contact me at:

Thank you for your assistance.

Signature

Printed Name

Date

Signature

Printed Name

Date