

Direct Deposit Request Organizer

Direct Deposits:

Use this resource to identify and track the status of your Direct Deposits.

Direct Deposit Request:

Before sending the Direct Deposit Request:

1. Check with your employer or source of income to make sure no other forms are required.
2. Use the enclosed form to establish your direct deposit at Malvern Bank by providing it to your employer/source of income.
3. Maintain the account at your previous bank until all direct deposits have been switched over to your new Malvern Bank account.

After you've sent the Direct Deposit Request:

1. Confirm with your employer/source of income that the form was received.
2. Monitor your account through Bill Pay to verify that your direct deposit has begun.

Direct Deposits	Company Name/Address	Last Deposit Date	Date Letter Mailed	Estimated Switch Date	Status
1					
2					
3					
4					
5					

Direct Deposit Request

I would like my income to be automatically deposited to my Malvern Bank account according to the instructions below.

To:

Fax #:

- Established Direct Deposit
- Change my existing Direct Deposit

Employer or Company Name:

Employer or Company Address:

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Bank Account Information

Account Type: Checking Savings Money Market

Malvern Bank Account #: _____

Malvern Bank Routing #: 104905807

I authorize _____ (employer/company) to make deposits directly to my Malvern Bank account indicated above, and to make (if necessary) adjustments for any credit made in error to my account. This authority will remain in effect until I have given written notice to terminate this service.

Signature: _____ Date: _____