

Dear Employee:

**ARE YOU PLANNING TO CLOSE YOUR BANK ACCOUNT?**

**You must notify Payroll at least ten days prior to your pay day if you intend to close your account.** The bank may not quickly return the direct deposited monies that are sent to a closed account. We cannot reissue your pay unless the monies are sent back to us by the bank that received your direct deposit.

If you are planning to close your current bank account, or to transfer your account to another bank, please use the form on this page and send it to the Lee County Clerk's Office, Finance Division, Payroll Office, as soon as possible.

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TO: Lee County Clerk of Courts Payroll Office

**DISCONTINUE DIRECT DEPOSIT UNTIL FURTHER NOTICE**

I hereby request the Payroll Office to discontinue depositing my pay into the Depository Bank and account number listed below.

(Please print all information except signature)

Division Department No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

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

Depository Bank Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Account No.: \_\_\_\_\_ Check One: \_\_\_Checking \_\_\_Savings

Date Account is Closed (or the date of the last paycheck to be deposited): \_\_\_\_\_