

Sample Letter to Change Current Deposit

(Copy and paste on your bank's letterhead)

(current date)

Ms. JoLynn Winkler
Nebraska Investment Council
1526 K Street, Ste. 420
Lincoln, NE 68508

Re: Time Deposit Open Account

Dear JoLynn:

We would like to *(increase/decrease)* our deposit in the Time Deposit Open Account Program from *(current amount)* to *(new deposit amount requested)*. This change will be effective *(available deposit date)*. We will be using *(correspondent bank)* for the monthly interest payments to the State of Nebraska. The monthly interest payments will be automatically charged to our correspondent bank account. The information for our account at *(correspondent bank)* is listed below.

(Correspondent Bank)

(Account number)

Enclosed is the signed agreement form. We understand that you will forward it to our correspondent bank for their signature. Also, please confirm receipt of our request to: *(insert e-mail address)*.

Sincerely,

(Name)
(Title)