

Sample Letter to Change Correspondent Bank

(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 change the correspondent bank that we are currently using for the Time Deposit Open Account Program. We would like to use *(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)