

Date: [Date]

To: [Employee/Recipient Name]

Employee ID: [ID Number]

Subject: Notice of Direct Deposit Rejection - Name Mismatch

Dear [Employee Name],

We are writing to inform you that your recent direct deposit dated [Date] in the amount of \$[Amount] was rejected by your financial institution.

Reason for Rejection: Unmatched Account Name.

The banking institution returned the funds because the name on the bank account provided does not match the name registered in our payroll system. For security and compliance reasons, many banks will not accept transfers if the names are not identical.

Next Steps:

- Please verify that the bank account you provided is held in your legal name.
- Update your direct deposit information via [Company Portal/HR Department] to ensure the account holder name matches our records exactly.
- If you are using a joint account, ensure your name is officially listed on the account with your bank.

A physical check for this pay period will be issued to you by [Date] and will be [mailed to your address on file / available for pickup at the HR office].

If you have any questions regarding this notice, please contact the Payroll Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]
[Company Name]