

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Incomplete Direct Deposit Information

Dear [Employee Name],

We have received your direct deposit authorization form; however, we are unable to process your request at this time because the following information is missing or incomplete:

- Bank Name
- Routing Number
- Account Number
- Account Type (Checking/Savings)
- Voided Check or Bank Authorization Letter
- Employee Signature

To ensure your next payroll payment is deposited correctly into your account, please provide the missing information or submit a new completed form to the Payroll Department by [Date].

Until this information is verified, your wages will be issued via [Physical Check/Pay Card] and will be available for pickup at [Location] or mailed to your address on file.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]