

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Payroll Department / Employer Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Update to Direct Deposit Information

To Whom It May Concern,

I am writing to request a change to my current direct deposit settings. To qualify for a promotional bank bonus, I am required to direct a portion of my pay into a specific joint account.

Please update my payroll records to reflect the following distribution:

**Account Details:**

Bank Name: [Name of Bank]  
Account Type: Joint Checking/Savings  
Routing Number: [9-Digit Routing Number]  
Account Number: [Account Number]  
Deposit Amount: [Full Net Pay OR Specific Dollar Amount]

I would like this change to take effect starting with the pay period beginning on [Date].

If there are additional forms required to finalize this request, please let me know. Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Employee ID Number, if applicable]