

[Date]

[Payroll Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request to Change Direct Deposit Information

Dear Payroll Team,

I am writing to formally request a change to my direct deposit account information. Please stop depositing my paychecks into my previous account and transition all future payments to the new account listed below.

Employee Information:

Name: [Your Full Name]

Employee ID: [Your Employee ID Number]

New Account Details:

Bank Name: [Name of New Institution]

Account Type: [Checking/Savings]

Routing Number: [9-Digit Routing Number]

Account Number: [Your New Account Number]

I have attached a voided check [or bank authorization letter] for your verification. I would like this change to take effect starting on the pay period beginning [Date].

Please let me know if you require any additional forms or information to complete this process.

Sincerely,

[Signature]

[Your Printed Name]

[Your Phone Number]