

[Date]

[Payroll Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Subject: Authorization for Payroll Direct Deposit**

To the Payroll Department,

I hereby authorize [Company Name] to deposit my net pay directly into the bank account(s) indicated below. This authorization will remain in effect until I provide written notification to terminate or change this arrangement.

**Employee Information:**

- Employee Full Name: [Full Name]
- Employee ID Number: [ID Number]

**Banking Information:**

- Bank Name: [Bank Name]
- Account Type: [Checking/Savings]
- Routing Number (9 digits): [Routing Number]
- Account Number: [Account Number]
- Deposit Amount: [Full Net Pay OR Specific Dollar Amount/Percentage]

I have attached a voided check or an official bank direct deposit letter to verify the account and routing numbers provided above.

Sincerely,

[Signature]

[Printed Name]