

[Employee Name]
[Employee ID Number]
[Department]
[Date]

To: [Payroll Department / Manager Name]
[Company Name]

Subject: Employee Direct Deposit Setup Request

Dear Payroll Team,

I am writing to formally request that my payroll payments be deposited directly into my bank account. Please use the following banking information for all future disbursements:

- **Bank Name:** [Bank Name]
- **Account Type:** [Checking / Savings]
- **Routing Number:** [9-Digit Routing Number]
- **Account Number:** [Account Number]

I have attached a voided check [or bank authorization letter] to this request to verify the account details provided above.

I understand that it may take one to two pay cycles for this change to take effect. Please let me know if any additional forms or information are required to complete this setup.

Thank you for your assistance.

Sincerely,

[Signature]
[Printed Name]