

To: [Accounts Payable Department / Company Name]

From: [Your Full Name or Business Name]

Date: [Current Date]

Subject: Independent Contractor Direct Deposit Authorization

Dear [Contact Name or Payroll Manager],

I am writing to formally request that all future payments for my services as an independent contractor be made via direct deposit (ACH) to the bank account specified below. This authorization will remain in effect until I provide written notification to change or terminate it.

Banking Information:

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

I have attached a voided check or a direct deposit verification letter from my bank to confirm these details.

Please let me know if you require any additional forms or information to process this request. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Tax ID or SSN]

[Your Phone Number]

[Your Email Address]