

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Employer or Payer Name]
[Payroll Department Address]
[City, State, Zip Code]

Subject: Authorization for International Direct Deposit

To the Payroll Department,

I am writing to formally request and authorize the setup of my direct deposit payments to my international bank account. Please use the following banking information for all future payments effective [Start Date]:

Employee Information:

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

International Bank Details:

Bank Name: [Name of Bank]
Bank Address: [Full Address of Bank Branch]
Country: [Country where account is held]
Account Holder Name: [Name exactly as it appears on the account]
IBAN / Account Number: [Your IBAN or Account Number]
SWIFT / BIC Code: [Your Bank's SWIFT/BIC Code]
Currency: [e.g., USD, EUR, GBP]

Intermediary Bank Details (if applicable):

Intermediary Bank Name: [Name of Intermediary Bank]
Intermediary SWIFT Code: [Intermediary SWIFT Code]

I understand that international transfers may be subject to processing times and exchange rate fluctuations. I confirm that I am the primary account holder for the account listed above.

Please notify me once this setup has been completed or if you require any additional documentation.

Sincerely,

[Signature]

[Your Printed Name]