

[Date]

[Payroll Department / Human Resources]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Direct Deposit into a Joint Account

Dear Payroll Team,

I am writing to authorize the direct deposit of my [Salary/Wages/Benefits] into a joint bank account. Please update my records to reflect the following banking information:

- **Bank Name:** [Bank Name]
- **Account Type:** [Checking/Savings]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]
- **Primary Account Holder:** [Your Name]
- **Secondary Account Holder:** [Joint Holder's Name]

I have attached a [voided check / official bank letter] confirming the account details and ownership for your verification. This authorization will remain in effect until I provide written notice to change or terminate it.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID Number]

[Phone Number]