

Date: [Date]

To: [Payroll Department / Employer Name]

From: [Your Full Name]

Employee ID: [Your Employee ID Number]

Subject: Request for Direct Deposit Allocation to Savings Account

Dear Payroll Team,

I am writing to request a change to my current direct deposit settings. Please allocate a portion of my net pay to my savings account as specified below, effective starting the next pay period.

Primary Account (Remaining Balance):

- Bank Name: [Name of Bank]
- Account Type: Checking
- Account Number: [Account Number]
- Routing Number: [Routing Number]

Secondary Account (Savings Allocation):

- Bank Name: [Name of Bank]
- Account Type: Savings
- Account Number: [Account Number]
- Routing Number: [Routing Number]
- **Deposit Amount:** \$[Dollar Amount] OR [Percentage]%

I have attached a voided check or a direct deposit authorization form from my bank for the savings account to confirm these details.

Please let me know if you require any additional information or if I need to complete any further forms to finalize this request.

Thank you,

[Your Signature]

[Your Printed Name]

[Your Phone Number]