

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Direct Deposit Authorization

Dear [Employee Name],

This letter serves to confirm the arrangement for the direct deposit of your payroll checks into your designated bank account. To initiate this process, please provide the following information:

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

By signing this document, you authorize [Company Name] to deposit your net pay directly into the account listed above and, if necessary, to initiate debit entries or adjustments for any credit entries made in error.

This authorization will remain in effect until the company receives written notification from you of its termination or change.

Please attach a voided check or a direct deposit specification form from your bank to this letter for verification purposes.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]

Employee Acknowledgment:

I agree to the terms of this direct deposit arrangement.

Signature: _____ Date: _____