

Date: [Insert Date]
To: [Accounts Payable Department / Company Name]
Address: [Company Address]

Subject: Vendor Payment Direct Deposit Authorization

Dear Accounts Payable Team,

This letter serves as formal authorization for [Your Company Name] to receive payments from [Payer Company Name] via Electronic Funds Transfer (EFT) or Direct Deposit. Please direct all future payments to the bank account listed below:

Vendor Information:

Legal Business Name: [Your Company Name]
Tax ID / EIN: [Your Tax ID Number]
Email for Remittance Advice: [Email Address]

Banking Information:

Bank Name: [Name of Bank]
Bank Address: [Bank Branch Address]
Account Type: [Checking / Savings]
Account Number: [Your Bank Account Number]
Routing Number: [9-Digit Routing Number]

I certify that the information provided above is correct. This authorization remains in effect until written notice of change or termination is provided by [Your Company Name].

Sincerely,

[Signature]

[Printed Name]
[Job Title]
[Phone Number]