

Bank Advice Letter for Direct Deposit of Payroll

Date: _____
Company Name: _____
Company Address: _____

To: The Manager
Bank Name: _____
Branch Name: _____
Branch Address: _____

Dear Sir/Madam,

We hereby authorize and request you to process direct deposits to the accounts of our employees as per the attached payroll details. Please find below the account details for payroll credits:

Account Name: _____
Account Number: _____
Bank Name: _____
Branch Name: _____
IFSC/SWIFT Code: _____

Kindly ensure that the salary amounts are credited to the respective employee accounts as per the attached statement.

Payroll Period: _____
Number of Employees: _____
Total Amount: _____
Attachment: Employee list with account details and salary amounts

Please advise us upon completion of the transaction or in case of any issues.

Authorized Signatory: _____
Designation: _____
Date: _____
Company Seal: _____

Important Notes

- This letter must be signed by an authorized company representative.
- Please attach a detailed payroll statement for accurate processing.
- Ensure that all bank account details provided are correct to avoid transaction failures.
- Retain a copy of this letter for company records and future reference.
- The bank may require additional verification based on internal compliance policies.