

# 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.