

# Payroll Authorization Letter for Bank Transfers

**Date:** \_\_\_\_\_  
**To:** The Branch Manager  
**Bank Name:** \_\_\_\_\_  
**Bank Branch:** \_\_\_\_\_  
**Bank Address:** \_\_\_\_\_

**Subject:** Payroll Disbursement Authorization for Bank Transfers

Dear Sir/Madam,

We, [Company Name], hereby authorize and request your bank to process and transfer the monthly payroll amounts directly to the individual bank accounts of our employees as per the list submitted to your branch every month. Please find below our company and account details:

**Company Name:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_  
**IFSC Code:** \_\_\_\_\_  
**Authorized Person Name:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

We confirm that the above details are correct and request you to process the payroll transfers as per the instructions provided. Should you require further information or documentation, please do not hesitate to contact us.

Thank you,  
Yours faithfully,

**Authorized Signatory**  
**Designation:** \_\_\_\_\_  
**Company Seal:** \_\_\_\_\_

## Important Notes:

- This letter must be signed by an authorized person and have the official company seal.
- Always verify bank account and employee details before submission to avoid errors.
- Keep copies of all correspondence and authorization letters for records.
- Notify the bank promptly of any changes in the authorized signatory or account details.
- This document is generally required as part of compliance for salary processing via bank transfers.