

BANK ACCOUNT VERIFICATION LETTER

A Bank Account Verification Letter may be required if you only have starter checks or no checks for a new account.

VERIFICATION LETTER REQUIREMENTS

The letter must:

1. Be signed **on bank letterhead by a bank official** (complete with bank official name, title, date signed, and non-typed signature)
2. Include the **exact AND full bank account title/registration, list all bank account owners**
 - a. *Example A) If there are two (2) bank account holders, husband and wife, the account registration is identified by both account owners: JOHN A SMITH AND/OR MARY K. SMITH*
 - b. *Example B) If the bank account is listed under a DBA/entity business name, such as SMITH CONSULTING LLC, all account owners must be listed: JOHN A SMITH, OWNER and MARY K SMITH, OWNER*
 - c. *Example C) If there are three (3) bank account holders, such as a family, the account registration must include all account owners: JOHN A SMITH, MARY K SMITH, SUSIE K SMITH, OWNERS*
3. Include the **full ABA routing number and bank account number**

SAMPLE VERIFICATION LETTER: PERSONAL ACCOUNT

MONTH DD, YYYY

To Whom It May Concern:

This letter is to inform you that <ACCOUNT OWNER NAME(S)> has/have a personal <CHECKING/SAVINGS> account with <NAME OF BANK>. The routing number associated with the account is <9-DIGIT ROUTING #>, the account number is<FULL ACCOUNT NUMBER>. If you have any further questions, please do not hesitate to call me at <TELEPHONE NUMBER OF BANK/BANK OFFICER>.

Signed,

<BANK OFFICER SIGNATURE>

<BANK OFFICER NAME>

<BANK OFFICER TITLE>

SAMPLE VERIFICATION LETTER: BUSINESS ACCOUNT

MONTH DD, YYYY

To Whom It May Concern:

This letter is to inform you that <ACCOUNT OWNER NAME(S)>, owner(s) of <BUSINESS NAME> has/have a business account with <NAME OF BANK>. The routing number associated with the account is <9-DIGIT ROUTING #>, the account number is<FULL ACCOUNT NUMBER). If you have any further questions, please do not hesitate to call me at <TELEPHONE NUMBER OF BANK/BANK OFFICER>.

Signed,

<BANK OFFICER SIGNATURE>

<BANK OFFICER NAME>

<BANK OFFICER TITLE>

SAMPLE
DOCUMENT
ONLY