

New Account Bank Letter Guide

BANK LETTER	REQUIRED
ABA (Routing) # and DDA (Account) # must be typed or legibly handwritten on a pre-printed bank form	Yes
Bank Letterhead	Yes
Business Name and Address (Legal or DBA must be provided, legibly handwritten acceptable)	Yes
Signed by Bank Official with their printed name and contact information	Yes
Multiple ABA and DDA numbers on a single bank letter (are acceptable)	Yes
Date of letter (preferred but not required)	Yes
Letter must be typed or pre-printed format only (handwritten letters are not acceptable)	Yes

EXAMPLE BANK LETTER (must be on official Bank Letterhead):

[Your Bank Address]

[Date]

Regarding: [Merchant Legal or DBA Name]
[And Location Address]

To Whom It May Concern:

This letter is verification that the customer(s) named above has an account with [Bank Name]. This account, [DDA # and ABA #], was opened [Date], can accept incoming debits, and is in good standing. If you need additional information regarding this account, please refer to the customer named above or contact us at the number provided below.

We hope this information is useful.

Sincerely,

[Bank Representative Signature]
[Bank Representative Name]
[Bank Representative Title]
[Bank Contact Phone Number]