

Bank Account Verification Letter Minimum Requirements

- On Official Bank Letterhead
- Dated (with a “current” date)
- Must contain the following pieces of information:
 - Account Opening Date
 - Current Account Balance (as of the date of the letter)
 - If Overdraft Protection is enabled
 - Name(s) of Authorized Signer(s)
 - Business Name / DBA that applies to this Account
 - Routing # and Account # for ACH debits/credits
 - A statement verifying the account is or is not in “Good Standing” as of the date of the letter
- Signed by a Bank Officer showing also their legible, printed name and title
- An active Phone # of the signing Bank Officer (where he/she can be easily reached during normal business hours) and extension, if any.

Sample Letter Text *(on bank letterhead)*

January 1, 2014

To Whom It May Concern:

Our business client ABC Enterprises, dba Bob’s Burgers, has been an active account of this financial institution since April 1, 2013 and as of this morning has a positive balance of \$ 4,982.21. The account is in good standing however ABC does not have overdraft protection tied to the account. The routing number and account number to use for ACH debits and credits is as follows: Routing # 123456789 & Account # 0987654532. Authorized signers on this account as of today’s date are John Smith (President) and Bill Jones (Treasurer). If you have any questions please do not hesitate to call me directly at (858) 549-9001 x 399 during normal business hours.

Respectfully,



John Doe
Vice President