



## **Request to Cancel Direct Deposit**

I \_\_\_\_\_, social security number: xxx-xx-\_\_\_\_\_ (last 4 digits)

Would like to request a cancellation of my direct deposit:

Account Number: \_\_\_\_\_

Transit/Routing Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Please make this cancellation effective: \_\_\_\_\_ (MM/DD/YYYY)

I understand that I will receive a check for every payroll after the effective date and funds will not be deposited directly into my account.

I understand that I can reinstate direct deposit in the future.\*

\* (Direct deposit requires one prenote prior to reinstatement)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_