



## *Direct Deposit Cancellation Form*

Payroll Department, 269 Renner Pkwy., Richardson, TX 75080  
Phone: (888)703-1316 \* Fax: (888)703-1416

Complete information below to stop direct deposit and receive a paper check.

Employee Name: \_\_\_\_\_

Employee SSN: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Co. #: \_\_\_\_\_ Loc. #: \_\_\_\_\_ Prog. #: \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Bank Account Type(s):      Checking \_\_\_\_\_ or      Savings \_\_\_\_\_

Bank(s): \_\_\_\_\_

Please cancel deposit to the account(s) listed above. I understand that my paycheck will be sent to my mailing address currently on file with the Payroll Department. I further understand that in order to resume direct deposit I will be required to submit a new Direct Deposit Form to the Payroll Department in the Richardson FSO.

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

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