

**PAYROLL SERVICES**

## Direct Deposit Reversal Notification to Employee

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact [payroll@tamu.edu](mailto:payroll@tamu.edu) or (979) 845-2711

**IMPORTANT** Your direct deposit of wages, which were initiated by Texas A&M University, will be reversed from your account as indicated below. A copy of this notification is being provided to Payroll Services for processing the reversal. Please call your departmental payroll contact if you have questions.

**INSTRUCTIONS** Department Payroll Administrators must provide the employee with the completed direct deposit reversal notification. A copy of this completed notification should also be sent to Payroll Services along with a completed Payroll Payment Cancellation form.

Employee Name	UIN
Pay Date	Net Amount Pay \$
Reason for Reversal:	

\_\_\_\_\_  
 Department Head Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name of Department Head

<b>SUBMIT TO:</b> Payroll Services General Services Complex, Suite 2200 MS 1261 <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> Fax (979) 845-4134	<b>NEED HELP?</b> <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> Phone: (979) 845-2711
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