



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: _____