



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 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 for processing the reversal. Please call your [HUB HR Professional](#) if you have questions.

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

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

Department Head, Dean or Director Signature

Date

Print Name of Department Head, Dean or Director

<p>SUBMIT TO: Payroll General Services Complex, Suite 2201 MS 1261 payroll@tamu.edu Fax (979) 845-4134</p>	<p>NEED HELP? payroll@tamu.edu Phone: (979) 845-2711</p>
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