



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 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 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

SUBMIT TO:

Payroll
General Services Complex, Suite 2200
MS 1261
payroll@tamu.edu
Fax (979) 845-4134

NEED HELP?

payroll@tamu.edu
Phone: (979) 845-2711