

## Payroll Payment Cancellation Form

**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@tamug.edu](mailto:payroll@tamug.edu) or call (979) 845-2711. Galveston campus employees, please contact [payroll@tamug.edu](mailto:payroll@tamug.edu) or call (409) 740-4837.

**INSTRUCTIONS** This form is used to request cancellation of payroll payment to an employee. The form must include the information requested below, be accompanied by supporting required documentation and the proper signature of approval.

Pay Sequence Number	
Employee Name	Paying Account
UIN	Employee Department
Voucher #	Pay Date
<p><b>Indicate Type of Cancellation:</b></p> <p><input type="checkbox"/> Total payment cancellation (for employees not enrolled in direct deposit)        - Must include a copy of the Payroll Voucher Detail on which the original payment was made with this form.</p> <p><input type="checkbox"/> Direct Deposit Cancellation        - Must include a copy of the Direct Deposit Reversal Notification to Employee Form with this form.</p> <p><input type="checkbox"/> Partial Payment Cancellation        - Must include a check from the employee for the amount of overpayment. Make check payable to TAMU and submit to Payroll Services.</p>	
<p><b>Explanation of Cancellation:</b></p>          	

\_\_\_\_\_  
 Signature of Head of Department  
 (or designee with dept. signature card authority)

\_\_\_\_\_  
 Date

**TAMU—SUBMIT TO:**

Payroll Services  
 General Services Complex, Suite 1201  
 MS 1261  
[payroll@tamug.edu](mailto:payroll@tamug.edu)  
 Fax (979) 845-4134

**TAMUG —SUBMIT TO:**

Payroll Services  
 Sea Aggie Center, Bldg 3026  
 Suite 800, Room 807  
[payroll@tamug.edu](mailto:payroll@tamug.edu)  
 Fax (409) 740-4573

**NEED HELP?**

College Station--[payroll@tamug.edu](mailto:payroll@tamug.edu)  
 Team PhD – 845-2782 or 845-2787  
 Team CEO – 862-2898 or 845-2760  
 Team PALS – 845-2797 or 845-4737  
 Galveston - [payroll@tamug.edu](mailto:payroll@tamug.edu)  
 Galveston Payroll - 409-740-4837