

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) 845-1143. For Galveston employees, contact payroll@tamug.edu or call (409) 740-4837.

IMPORTANT Your direct deposit of wages, which was 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 Attention Payroll Administrators - Please send a copy of this notification to Payroll Services with the 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

TAMU—SUBMIT TO:

Payroll Services
General Services Complex, Suite 1201
MS 1261
payroll@tamu.edu
Fax (979) 845-4134

TAMUG —SUBMIT TO:

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

NEED HELP?

College Station--payroll@tamu.edu
Team PhD – 845-2782 or 845-2787
Team CEO – 862-4298 or 845-2760
Team PALS – 845-2797 or 845-4737
Galveston - payroll@tamug.edu
Galveston Payroll - 409-740-4837