



DIRECT DEPOSIT CANCELLATION FORM

Employee Name (Print)

Employee ID #

I wish to stop the direct deposit of my payroll check starting immediately **. I understand that I will now receive actual payroll checks rather than a direct deposit into my bank account. Also, I understand that my payroll checks will be distributed to me at the campus/department during the school year and mailed to the home address during the summer.

** If you do not want this Direct Deposit Cancellation to be effective immediately, please indicate the month for which you want it to be effective.

Please Note:

- Payday is the last working day of each month, unless otherwise notified.
- Please be sure to update your address on file each time it changes. This will help to reduce delivery time when checks are mailed to the home address. Killeen I.S.D. is not responsible for U.S. Postal Service delays.

Employee Signature

Date