

Killeen Independent School District

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 paper checks until a new direct deposit arrangement is made. Paper checks are distributed to employees at the campus/department during the school year and mailed to the home address on record during the summer.

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

(paycheck date)

Please Note:

- Payday is the last working day of each month, unless otherwise notified.
- Payroll Services will process the forms received by the 10th of the month for the current month's payroll. However, forms received after the 10th are not guaranteed to be processed for the current payroll.
- Please be sure to update your address on file each time it changes. This will help to reduce delivery time if checks are mailed to the home address. Killeen ISD is not responsible for U.S. Postal Service delays.

Employee Signature

Date