

## DIRECT DEPOSIT REVERSAL

Federal Banking Regulations require that the university notify an employee before reversing direct deposit funds from their bank account. Reversal can only be done within 5 business days of payday.

Employee Name: \_\_\_\_\_ Emplid: \_\_\_\_\_  
Please print

Please choose one of the options below and provide the net deposit amount to be reversed. The amount must match the entire amount deposited to the account.

**Option 1:** I have informed the above employee that the direct deposit amount of \$ \_\_\_\_\_ will be reversed from their bank account per my instructions and that a replacement check will be issued immediately. I understand that by requesting a replacement check immediately that if the bank reversal is not successful, my department will be responsible for the duplicate payroll expenses.

**Option 2:** I have informed the above employee that the direct deposit amount of \$ \_\_\_\_\_ will be reversed from their bank account per my instructions and that a replacement check will not be issued until confirmation from the University's bank account is received. They understand that this may take 3 – 5 banking days.

**Option 3:** I have informed the above employee that the direct deposit amount of \$ \_\_\_\_\_ will be reversed from their bank account per my instructions and that no replacement check will be processed, as the deposit was made in error. I understand that if the bank reversal is not successful, my department will be responsible for the charges.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

Signature: \_\_\_\_\_

Return completed form to Payroll Services  
Email: [payroll@wustl.edu](mailto:payroll@wustl.edu) / Fax: 935-7079 / Campus Box 1000