

# MISSISSIPPI STATE UNIVERSITY

## Payroll Deduct Termination Request

This is a confirmation that you want to terminate your payroll deduction. Payroll deduction is a voluntary service offered to Mississippi State University full-time employees by the Accounts Receivable Department. Should you terminate this service you are responsible for making the monthly payments on your Accounts Receivable account. There will be a 1.5% monthly service fee added to any unpaid balance.

To confirm your termination please complete and return this form to:  
**Accounts Receivable/Collections, 158 Garner Hall, Mail Stop 9701.**

MSU ID Number \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Last, First, Middle Initial

Department \_\_\_\_\_ Mail Stop # \_\_\_\_\_

Should you have any question, please feel free to contact me at 325-6619 or email us at [cashiers@controller.msstate.edu](mailto:cashiers@controller.msstate.edu)

\_\_\_\_\_  
Thank you,

Accounts Receivable/Collections  
Payroll Deduction Service  
158 Garner Hall

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

### **For Office Use Only**

Termination Date(mm/dd/yy) \_\_\_\_\_

j:receive/collect/pay deduct termination form