

**REQUEST FOR DIRECT DEPOSIT CANCELLATION**

MAIL TO: Mississippi State University  
Office of the Controller and Treasurer  
Attn: Treasury Services

Campus Address:	Mail Stop 9602
Post Office Address:	P.O. Box 5227 Mississippi State, MS 39762

DELIVER TO: 320 McArthur Hall

FAX: (662) 325-1464

PHONE: (662) 325-2826

DATE OF REQUEST: \_\_\_\_\_

Please cancel the direct deposit authorization for the following employee:

PLEASE TYPE OR PRINT

EMPLOYEE NAME: \_\_\_\_\_

MSU ID NO.: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

CANCELLATION EFFECTIVE: immediately  
OR  
beginning \_\_\_\_\_  
(Date)

Please send payroll check(s) to the following address:

Street or Post Office Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of Employee: \_\_\_\_\_