



STOP DIRECT DEPOSIT FORM

MUSC - Payroll Department
19 Hagood Ave. - Suite 705
PO Box 250811
Charleston, SC 29425-0811

Date:

Please stop my direct deposit to the following bank account(s)
effective :

- 1. Name of Financial Institution Checking Savings
2. Name of Financial Institution Checking Savings
3. Name of Financial Institution Checking Savings

Employee's Signature

Social Security Number

Pay Frequency: Bi-weekly
Monthly

Work Phone Number

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DIRECTIONS

- 1. Complete this form with the necessary information and return it to the address listed at the top of this document or fax it to (843) 792-6157. Direct deposit will be stopped on the effective date requested or the next available payroll being processed. Bi-weekly payrolls are processed at least one week before the actual paydate and monthly payrolls are processed eight to fifteen days before the actual paydate.
2. If you have multiple direct deposit accounts and are stopping direct deposit to the primary account (where the NET pay goes) all deposits will be stopped unless a new Authorization Agreement for Direct Deposit form is received to set up another primary deposit or to designate either the second or third account as the primary account.
3. If you are changing banks or accounts - the deposit will stop on the next payroll being processed. You must complete an Authorization Agreement for Direct Deposit form for your new account and deposits will start in approximately 4-6 weeks. You will receive one or two paychecks during this period.

Please contact the Payroll Department at (843) 792-4931 if you have questions concerning any of the above procedures.