



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

DIRECT DEPOSIT ONE TIME STOP REQUEST

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Department		Work Telephone ()	Home Telephone ()

Central Payroll must be notified no later than 3:00 p.m. Thursday prior to the payday requested, in order for this request to be processed. Any form received after 3:00 p.m. will not be processed for the current pay period. If a holiday falls within the pay period, contact your payroll specialist for deadline information.

I hereby request my direct deposit be stopped for one (1) pay period (pp). I understand the direct deposit will be resumed with the next paycheck (warrant) unless paperwork is submitted to establish a new direct deposit.

Reason for one time stop:	
Stop Deposit to Financial Institution	Stop Deposit to Account Number

Check appropriate option below

- MAIL:** Mail my pay warrant to my mailing address
 - ◆ Verify with your payroll specialist or via EMACS self-service that your mailing address in EMACS is correct. If your address is not correct, complete a Personal Information-Emergency Contact form through your payroll specialist.
- PICK-UP:** I am requesting a one (1) time pick-up of my paycheck (warrant)
 - ◆ Prior approval is required for paycheck (warrant) pick-up. Central Payroll will notify the payroll specialist if the request is approved or denied no later than Tuesday of the payweek. If approval is given, the paycheck (warrant) may be picked up no sooner than Wednesday of the payweek. If request is denied, the paycheck (warrant) will be mailed to the mailing address in EMACS.

Specific reason for paycheck (warrant) pick-up:
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Employee Signature		Date
Payroll Specialist Name (Print & Sign)	Telephone ()	Date

Office Use Only

One Time Stop <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Pick-up of Paycheck (Warrant) <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments:			
EMACS-Payroll Supervisor Signature			Date

Stop Account		Start Account		Pull Warrant Form		Payroll Specialist Notification	
Keyed By (Employee ID)	Date	Keyed By (Employee ID)	Date	Completed By (Employee ID)	Date	Completed By (Employee ID)	Date

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