IU Payroll
Request to STOP for a Pending Direct Deposit Transaction

*Completing this form does **NOT** guarantee the stop; you **MUST** receive the confirmation email from the IU Payroll Department before you process any adjustments for payments.*

Instructions for payroll processor:

1. Fill in the form on your computer.
2. Print the completed form.
3. Sign and date the form in the space provided at the bottom.
4. FAX the completed form to FMS Customer Service at 812-855-1879

Employee Information for whom the Direct Deposit is intended:

IU Employee ID number:

IU Employee Name:

Is the employee Biweekly ☐ or Monthly ☐

Pay Advice NBR: Check Date: Net Amount:

Reason for Requested Action:

☐ **UNEARNED**: The employee did not perform services and should not receive payment from Indiana University. This deposit will result in an overpayment by Indiana University.

☐ **OVERPAID**: Transaction amount is incorrect. This deposit will result in an overpayment by Indiana University.* *There is a $85 fee for online check replacement.

☐ **TERMINATED**: No longer employed by Indiana University.

☐ **DECEASED**

Steps you as requestor must do:

1. **Review paycheck data**: Does this payment include any hours or amount from another record NBR or dept.?

Yes ☐ Payments from other jobs/departments/additional payments are included in this transaction.

No ☐ Does not include any hours or amount from another record NBR or dept.

2. **You MUST inform the employee that a stop has been placed on their Payroll Direct Deposit**.

Requested by Campus Dept.

Phone Number Email address

Date Requested

Signed: _____

For Payroll Office use only:

Stop Payment	**Reversal**	**Reclaim**
Check box if requesting up to 2 days before payday	Check box if requesting info after 2 days before payday cut-off or up to 5 days after last payday.	Use only for deceased employees.