

**NYS Office of the State Comptroller
Bureau of State Payroll Services
110 State Street, 8th Floor
Albany, NY 12236**

**REQUEST FOR DIRECT DEPOSIT
DELETE/REVERSAL**

OSC Direct Deposit Email: DDReturnsandreversals@osc.ny.gov

Instructions for Agencies:

1. This form is used to delete or reverse a direct deposit transaction that has been generated by PayServ. OSC will process a delete/reversal if the employee is overpaid and off the payroll, with no future checks anticipated and no other means to retrieve the overpayment. If the employee is still Active on the payroll, the agency should notify the employee and retrieve the funds from the next available check, whenever possible. Contact your payroll auditor to discuss overpayment recovery.
2. Review the employee's direct deposit record in PayServ and make any necessary changes for the next payroll period.
3. To initiate a request for a direct deposit delete or reversal, complete the information below and submit the completed form by email to DDReturnsandReversals@osc.ny.gov.
4. OSC will notify the agency with the result of their request. If the funds are recovered they will be held by the Bureau of State Payroll Services and an AC-230 or AC-1476 form should be completed by the agency and submitted to the Payrollreversalandexchange@osc.ny.gov email no later than 2 business days after the submission of the AC-3197.

Please print or type.

Agency Code	Agency Name	Agency Contact
Agency Contact Phone Number		Agency Contact Email
NYS EMPLID		Check Advice Number
Paycheck Date		Direct Deposit Net Amount
Reason for Delete or Reversal		
Agency Authorization (Payroll Officer or designee)		
Print Name	Signature	Date

For questions please contact the OSC Direct Deposit Team at DDReturnsandReversals@osc.ny.gov.