

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

**REQUEST FOR DIRECT DEPOSIT
 STOP/REVERSAL**

OSC Direct Deposit Email: DDRReturnsandreversals@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 DDRReturnsandReversals@osc.ny.gov. For questions please contact the OSC Direct Deposit Team at (518) 474-4072 or (518) 486-3097.
4. OSC will notify the agency when the funds have been received. The funds 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 received by OSC State Payroll Services no later than 2 business days after the completion notification.

Please print or type.

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