EASTERN MICHIGAN UNIVERSITY
Ypsilanti, Michigan 48197

MEMORANDUM

TO: Payroll

SUBJECT: **Stop My Direct Deposit**

DATE: _____

(Print) NAME: _____

E Number: _____

Last four (4) digits of SS#   _____

Phone number where you may be reached: _____ _ _ ____

Please stop the direct depositing of my check into:

Name of Institution or Bank: _____

Account Number: _____

This needs to be completed ASAP.

Thank you,

Your signature: _____

Date: _____ ____

Payroll Department
(734) 487-2393