



Office of Career Services
A Division of Student Affairs
Phone (843)953-5692 Fax (843)953-6341

NOTIFICATION OF CANCELLATION STUDENT EMPLOYEE DIRECT DEPOSIT

Name: _____ Date: _____

Email: _____

Your direct deposit will be cancelled within **two business days** of the submission of this request.

Please read the following important information before signing:

1. Based on the date in which this cancellation is received, payroll may have been generated and your check may have already been sent to your bank for deposit. It is your responsibility to check your bank statement(s) to confirm whether or not a check has been deposited on pay day.

If the check has been deposited into a closed account, contact the Payroll office immediately at (843)953-5797.

2. Upon cancellation of your direct deposit, you will receive a confirmation email message from Career Services. If you do not receive this email message, do not assume that your direct deposit has been cancelled.
3. In order to reactivate your direct deposit, you will need to complete a new *Direct Deposit Agreement* found on the Career Services' website.

By signing below, you are confirming that you have read and understood the conditions of canceling your direct deposit agreement with the College of Charleston.

Student Signature

Date

For Career Service Use Only:

Date Rec'd: _____

CSV Canx Date: _____

HRS End Date: _____

