Reset Form | Submit to DOA | Print Form

Discontinued Direct Deposit in CIPPS

I hereby certify that Direct Deposits have been stopped, discontinued or changed to a Way2Go card in CIPPS for the following employee(s) that is in the Cardinal Travel and Expense Module:

Business Unit	Travel & Expense profile setup in Cardinal*? (mark box if yes)	Employee ID Number	Employee Name	Date direct deposit was stopped, discontinued or changed to a Way2Go card in CIPPS	Bank Account Number Being Discontinued
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*** This form is only used for those employees who have a profile in the Travel and Expense Module of Cardinal. If the employee does not have a profile, please exclude from the form.**

Fiscal or Payroll Officer Name _____ Title _____ Date _____

Department of Accounts Use Only

Data entered in Cardinal By: _____ Date: _____

Reviewed By: _____ Date: _____