



**BIRMINGHAM**  
CITY SCHOOLS  
BUILDING LEADERS. IMPACTING THE WORLD.

**DIRECT DEPOSIT CANCELLATION FORM**

NAME: \_\_\_\_\_ EMPLOYEE#: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SCHOOL/DEPT: \_\_\_\_\_

CONTACT NUMBER (S): \_\_\_\_\_ OR \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF FINANCIAL INSTITUTION (BANK): \_\_\_\_\_

**(PLEASE NOTE \* FIRST CHECK WILL BE MAILED TO ADDRESS ON FILE IN HUMAN RESOURCES)**

ACCOUNT TO CANCEL: \_\_\_\_\_

EFFECTIVE DATE OF CANCELLATION: \_\_\_\_\_

ACCOUNT TYPE: CHECKING: \_\_\_\_ SAVINGS: \_\_\_\_

**\*COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_