



DIRECT DEPOSIT RECOVERY OVERVIEW AND INSTRUCTIONS

Overview:

A direct deposit recovery electronically takes back money paid directly from an employee's bank account. Direct deposits can only be recovered up to 4 business days AFTER the pay date.

In general, the form should not be used if the employee will continue to be paid in the future. Appropriate procedure would be for the overpaid funds to be recovered via overpayment recovery adjustment from future payments made in the current year.

Recoveries take back ALL pay deposited. If an employee works for multiple departments or is otherwise due any part of the deposit, this form **cannot** be used.

Process:

- 1.) Complete the direct deposit recovery form in its entirety.
- 2.) Provide a detailed reason why the funds need to be recovered.
- 3.) Sign and date the form (electronic signatures are acceptable).
- 4.) Submit the form to payrollservices@umd.edu. Make sure to indicate Direct Deposit Recovery in the Subject line.



UNIVERSITY OF MARYLAND

OFFICE OF THE COMPTROLLER
PAYROLL SERVICES

1101-L Chesapeake Building
College Park, Maryland 20742-3121
301.405.5665 TEL 301.405.8685 FAX

REQUEST FOR DIRECT DEPOSIT RECOVERY

TO: Payroll Services
1101-L Chesapeake Building
College Park, Maryland 20742
payrollservices@umd.edu

Today's Date: _____

1. Employee/Check Information:

Employee's Name: _____

UID: _____

Check Date: _____

Gross Amount Overpaid: _____

KFS Account # and Object Code: _____

For use by UMCP Campus only: _____

Associated GENU Account: _____

2. Reason for Cancellation:

3. Certification by Department:

I hereby certify that the indicated payroll check should be cancelled because the employee has been terminated or otherwise not being paid and the overpayment cannot be recovered from a future pay period:

Printed Name

Date

Division/Department

Telephone #