

**Instructions for Direct Deposit Cancellation Form:**

- Please type or print in ink and complete or check all applicable box(es).
- Incomplete forms will not be processed and returned to home address on file.
- Send Completed forms to : Payroll Shared Services 1101 E. 33rd Street # D200, Baltimore MD 21218  
Fax # 443-997-6686 Email: payroll@jhu.edu

<b>Pay Type:</b>	Weekly <input type="radio"/>	Bi-Weekly <input type="radio"/>	Semi-Monthly <input type="radio"/>
<b>Date:</b> (Date the Direct Deposit should stop)			

<b>JOHN'S HOPKINS ENTITIES: *</b>	JHU <input type="radio"/>	JHH <input type="radio"/>	JHHS <input type="radio"/>	JHEMS <input type="radio"/>	JHHCG <input type="radio"/>	JHBMC <input type="radio"/>
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**SECTION 1 – EMPLOYEE INFORMATION**

<b>Social Security Number:</b> (Last 4 Digits)	<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>
<b>Work Phone Number:</b>	<b>Date of Birth or Employee Number:</b>		

**SECTION 2 – (a) EMPLOYEE’S PRIMARY BANK INFORMATION**

<b>Bank Name:</b>	
<b>Account Type:</b> Checking Account <input type="radio"/>	<b>Savings Account</b> <input type="radio"/>
<b>Transit or Routing Number:</b>	<b>Account Number:</b>

**SECTION 2 – (b) EMPLOYEE’S SECONDARY BANK INFORMATION**

<b>Bank Name:</b>	
<b>Account Type:</b> Checking Account <input type="radio"/>	<b>Savings Account</b> <input type="radio"/>
<b>Transit or Routing Number:</b>	<b>Account Number:</b>

I hereby authorize Johns Hopkins Payroll Shared Services to cancel the Direct Deposit of my payroll check.

<b>Signature:</b>	<b>Date:</b>
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\* **JHU** - JOHNS HOPKINS UNIVERSITY, **JHH** - JOHNS HOPKINS HOSPITAL, **JHHS** - JOHNS HOPKINS HEALTH SYSTEM, **JHEMS** - HOHNS HOPKINS EMERGENCY MEDICAL SERVICES  
**JHHCG** - JOHNS HOPKINS HOME CARE GROUP ( Home care, Pharmaquip, Pediatric @ Home, Home Health Services), **JHBMC** - JOHNS HOPKINS BAYVIEW MEDICAL CENTER