



Please send completed form to:
Email:
state_centralpayroll@state.co.

DIRECT DEPOSIT REVERSAL REQUEST

Reversal requests take up to 5 business days to process after they are received and sent to Wells Fargo, there are no exceptions. Reversals cannot be processed after 5 days from the original deposit date. Allow at least 72 hours after sending request to Central Payroll to receive confirmation that this is completed.

Employee Information (ALL FIELDS ARE MANDATORY AND MUST MATCH THE ORIGINAL TRANSACTION)

Employee Name _____ EID _____
ORG/Agency _____ Check Date _____

Direct Deposit Information (ALL ACCOUNTS TO BE REVERSED MUST BE LISTED)

Bank Routing Number	Checking/Savings Account Number	\$ Amount of Deposit to Reverse
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for Reversal (PLEASE SELECT ONE)

Wages Overpaid Paid in Error
 Other _____
(EXPLANATION)

I certify that all of the above information on this form is true and correct and that I am authorized to submit this form and request the Reversal of Wages.

SIGNATURE

PRINTED NAME

DATE

TELEPHONE

Central Payroll Use Only

Date Received _____ Date Sent to Wells Fargo _____
Emailed Org Date _____ Cancel in CPPS _____
Chop Check # _____ Provisional Credit _____
Date Received _____