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.

DO NOT use this form to recover incorrect Final Leave Payouts.   Use the Payback Amount Request form for that action. The employee (former employee) will need to write a check to reimburse the university.

The direct deposit recovery will take back ALL funds paid. This form cannot be used if an employee works for multiple departments or is otherwise due any part of the deposit.

Process:

1.) Make sure the employee's job is terminated/corrected.

2.) Complete the direct deposit recovery form in its entirety.

- Request **MUST** include all required Employee and Driver Worktag information. Requests will be returned if information is missing. Please do not use any old PHR or KFS information.

  o Employee Cost Center and Job/Position number is shown on the employee's profile page. They are combination of Letters and Numbers.

  o Ledger, Spend Categories, Grant/USource Worktags can be found by running RPT617.

- Direct Deposit Advice number can be found on the Payroll Check Distribution Report RPT058

- Provide a detailed reason why the check needs to be canceled.

3.) Print Name, Date, and Email Address.

4.) A case in Service Now must be created to submit the form. Go to [Open a Case with Finance](#).

UNIVERSITY OF MARYLAND

DIRECT DEPOSIT RECOVERY FORM

An asterisk (*) denotes a required field

Part I: Employee Information

*Campus   UMCP   UMES   UMCES   UMSO

*Employee UID: *Employee Position: Number   *Cost Center

*Employee Name:

     Last Name   First Name   M.I.

Part II: Direct Deposit Information

*Direct Deposit Advice Number :

*Paycheck Date :

Gross Amount :
(if available)

Part III: Finance Driver Worktag Information

*Ledger Account: *Revenue/Spend Category:

*Grant Worktag
(if applicable):   *USource Worktag
(if applicable):

Part IV: *Reason for Recovery

Part V: Certification by Department

I hereby certify that the direct deposit should be recovered because the employee is not due any of the funds.

*Printed Name   *Date

*Division/Department   *Email Address