

**NYS Office of the State Comptroller
Bureau of State Payroll Services
110 State Street, 8th Floor
Albany, NY 12236**

**FAX REQUEST FOR
DIRECT DEPOSIT STOP/REVERSAL**

OSC Direct Deposit Fax Number: (518) 408-3196

Instructions for Agencies:

1. This form is used to stop or reverse a direct deposit transaction that has been generated by PayServ. OSC will process a Stop Payment/Reversal if the employee is overpaid and off the payroll, with no future checks anticipated and no other means to retrieve the overpayment. If the employee is still active on the payroll, the agency should notify the employee and retrieve the funds from the next available check, whenever possible. Contact your payroll auditor to discuss overpayment recovery.
2. Review the employee's direct deposit record in PayServ and make any necessary changes for the next payroll period.
3. Call the OSC Deductions Section at (518) 474-4072, (518) 486-3097 or (518) 474-4042 to initiate a request for a direct deposit stop or reversal. If the request is approved by phone, submit this form by fax or email DDRReturnsandReversals@osc.state.ny.us. If faxed, please call the OSC Deductions Section to confirm receipt of the request.
4. OSC will notify the agency when the funds have been received. The check will be held by the Bureau of State Payroll Services until the AC-230 form is received from the agency.
5. A Report of Check Returned for Refund or Exchange (AC-230) must be submitted.

Please print or type.

Agency Code	Agency Name	Contact Person
Agency Phone Number		Agency Fax Number
NYS EMPLID		Employee Name
Paycheck Date(s)		Direct Deposit Net Amount(s)
Reason for Stop or Reversal		
Agency Authorization (Payroll Officer or designee)		
Print Name	Signature	Date