



Contra Costa County Office of Education

77 Santa Barbara Rd., Pleasant Hill, CA 94523 • (925) 942-3388 • www.cocoschools.org

EMAIL THIS DOCUMENT TO:

District Payroll Services

DPS@cccoe.org

DIRECT DEPOSIT RECALL DOCUMENT

District Name: _____

Employee ID#: _____

Employee Name: _____

Checking:

Savings:

Payroll Date: _____

Account #: _____

Routing: _____

Direct Deposit Check #: _____

Net Amount: _____

***** Please attach CANCEL WARRANT FORM and COPY OF DIRECT DEPOSIT ADVICE**

REASON FOR RECALL

Employee Overpaid

Check should not have been issued

THERE IS NO GUARANTEE THE FUNDS WILL BE RETURNED BY THE EMPLOYEES BANK

Authorized Manager's Signature

Date

DELETES: Requests must be received before 1:00 p.m. on either the day the original ACH file was submitted or two (2) days prior to the check date,(Whichever is later). Bank will remove advice prior to posting to employees account. If the delete request is received after the deadline, Wells Fargo will process the delete as a reversal.

REVERSALS (RECALL): Reversal requests must be received before 1:00 p.m. by the fourth business day after the items' original check date.

Date Recall Processed: _____

Date warrant canceled in MUNIS _____

**** Please attach WFB transaction confirmation to this document and file****