

Convergence Employee Leasing, Inc
9393 Mill Springs Drive
Jacksonville, FL 32257
904-731-9014

Attn: _____

Direct Deposit Cancellation

By signing and completing this form, I authorize my Direct Deposit with Convergence Employee Leasing, Inc. to be cancelled. I also understand that it may take up to two pay periods for the direct deposit to be stopped.

Client Name: _____

Employee Name: _____

Employee SSN: _____

Routing Number: _____

Account Number: _____

Please mark below if this is a checking or savings account:

Checking: _____ **Savings:** _____

***** Please Read Carefully *****

This form must be complete and submitted, anytime an employee wishes to stop Direct Deposit.

Please Note: Stopping direct deposit may take up to two pay periods, and may be delayed if this form is not complete.

Fax the cancellation to 904-731-0059, Attention "Payroll Coordinators Name"
Please contact our office directly with any other questions.

Signature: _____ Date: _____