

JOHN COOPER  
MAYOR

METROPOLITAN  
GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY



DEPARTMENT OF FINANCE  
PAYROLL SECTION

P O Box 196300  
NASHVILLE, TENNESSEE 37219-6300

Telephone: (615) 862-6160

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## Direct Deposit Cancellation Authorization

Employee Name \_\_\_\_\_  
(Please print)

Social Security (Last 4 #) or Employee or Pension ID # \_\_\_\_\_

I HEREBY AUTHORIZE YOU TO CANCEL MY DIRECT DEPOSIT(S):

- Name of Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_
- Name of Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**I UNDERSTAND BY SIGNING THIS FORM THAT MY DIRECT DEPOSIT FOR THE BANK(S) LISTED ABOVE WILL BE CANCELLED IMMEDIATELY.**

**FAX # 615-880-2805, mail or hand deliver to:**

Department of Finance  
Payroll Section  
P O Box 196300  
Nashville, TN 37219-6300

Revised March 2020