

## New York State Employee Direct Deposit Reactivation Request

To reactivate your direct deposit, complete this form in its entirety and return to the UB Payroll office. **Please note that this form may only be used if there are no changes to the banking information already on file.** If any changes are needed, please complete a new direct deposit enrollment request.

Name (please print Last, First, MI): \_\_\_\_\_

UB Person #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I request reactivation of my Direct Deposit account(s) already on file for New York state payroll at:

Bank Name(s): \_\_\_\_\_

I understand that this form is only applicable for accounts that are open and active, and that I have not closed my bank account(s) with the listed bank(s). I understand that it is my responsibility to notify the UB Payroll office if any changes are made to my account(s) via a separate Direct Deposit Enrollment form. The reactivation will take place in the next available payroll period and may not be the next paycheck date. Incomplete forms will delay processing.

Go paperless – I request to opt out of receiving a printed copy of my Direct Deposit pay stub sent to me. I understand that I can view and print my electronic pay stubs via the SUNY Self Service Portal and NYS Payroll Online (NYSPO) accessed via <https://www.suny.edu/hrportal>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please upload completed form to [UBbox](#) or mail to:

Human Resources-Attn: State Payroll  
University at Buffalo  
Townsend Hall  
205 Hayes Road  
Buffalo, NY 14214