



**Payroll Office**  
Cleveland Hall 408  
1300 Elmwood Avenue  
Buffalo, New York 14222-1095  
Tel: (716) 878-4124  
Fax: (716) 878-3872

<https://hr.buffalostate.edu/payroll>

## Direct Deposit Reactivation Request

I am requesting re-activation of my previous Direct Deposit account already on file. There have been no changes to my financial institution or account.

Print Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Last 4 digits of bank account number: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_

NYS ID number (found on your paystub): \_\_\_\_\_

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

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

I would like to opt out of receiving paper stubs: YES \_\_\_\_\_ NO \_\_\_\_\_

Return completed form to the Payroll Office in Cleveland 403, or via email at [payroll@buffalostate.edu](mailto:payroll@buffalostate.edu).