

**Lee Mechanical Contractors, Inc.  
Cancel Direct Deposit Form**

I, \_\_\_\_\_ authorize Lee Mechanical Contractors, Inc.  
(Employee Name)  
to discontinue my direct deposit agreement beginning today, \_\_\_\_\_.  
(Today's Date)

**I am aware that this request could take up to 1 week to process. I understand that by cancelling my direct deposit agreement, I will no longer receive the funds from my paycheck directly into my account, and I will be receiving an actual check on weekly paydays. If my paycheck is still remaining in the office on the last day of the work week, it will be mailed to the address on the check.**

\_\_\_\_\_  
(Print Employee Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)