

**DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-6520**

SAP Direct Deposit Reversal Request

Today's Date: _____

ADP Managistics File Number: _____

Individual's Name: _____

Individual's Bank Routing Number: _____ (nine digit number)

Individual's Account Number: _____

NET Amount of Direct Deposit: _____

Effective Date: _____ (Payroll Date)

Company Code: _____

ADP Managistics Code: _____ (example: NAJY)

Authorized Reversal Agent: _____ (please print)

Job Title: _____

Phone Number: _____

Fax Number: _____

Signature: _____

Fax this request to (901) 874-2049 or DSN 882-2049 or Email to
MILL_MWR_EFTRequest@navy.mil

Requests for reversals are a "best effort" attempt using the National Automated Clearing House approved rules procedure to reverse the original item. There is NO GUARANTEE that the receiving bank will be able to post the reversing entry.