

**PAYROLL REVERSAL REQUEST FORM**

TO: OFFICE OF THE STATE TREASURER AND RECEIVER GENERAL  
 CASH MANAGEMENT DEPARTMENT  
 TELEPHONE: (617) 367-9333  
 FAX: (617) 523-1068

**PLEASE EMAIL FORM TO [STOPPAYMENTS@TRE.STATE.MA.US](mailto:STOPPAYMENTS@TRE.STATE.MA.US)**

**PAYROLL REVERSAL INFORMATION:**

TO BE COMPLETED BY AGENCY	
DATE OF REQUEST:	
AGENCY NAME:	
AGENCY ADDRESS:	
AGENCY CONTACT:	TELEPHONE:
EMPLOYEE NAME:	EMPLOYEE NUMBER:
ACCOUNT NUMBER (CREDITED):	ROUTING NUMBER (CREDITED):
ACCOUNT TYPE (CHECK ONE): CHECKING: <input type="checkbox"/> SAVINGS: <input type="checkbox"/>	
DOLLAR AMOUNT (NET):	PAY DATE:
BRIEF EXPLANATION FOR REQUEST:	
HAS EMPLOYEE RECEIVED A DYNACASH CHECK?	
SIGNATURE:	
<p>The Massachusetts State Treasury will use this form to file for a Payroll Reversal. Please note that when the credit is received at the Treasury, it is provisional. Monies are then held for ten (10) business days before a check can be issued. If the employee has received a Dynacash check, the check from the Treasury will be made out to the Employee or Commonwealth of Massachusetts.</p>	