

**Information and Educational Technology
University of California, Davis**

Request for Employee Account Cancellation

This form must be filled out in its entirety and signed by an authorized official.
Example of an authorized official: Unit Manager, Department Chair, MSO, Dean, Vice
Chancellor or Provost.

Account Information

UCD Login ID: _____ Effective Date: _____

Name: _____ Job Title: _____

Reason for request: _____

Requester Information

Signature: _____

Please Print clearly:

Name: _____ Title: _____

Dept: _____ Date: _____ Phone: _____

Email address: _____

If you have any questions, please call the IT Express Help Desk at (530) 754-4357

Important: It is the responsibility of the department to notify the account holder that their account is being closed. No notice will be sent from the IET Account Administrators Office.

Please fax this completed form to the IT Express Help Desk at (530) 754-8470

Incomplete forms will not be processed.

Account Administrator Use ONLY:

MID: _____ LID: _____ EID: _____ Date: _____ Processed by: _____