

District #:

District Name:

Contact Name:

Contact Email:

## DIRECT DEPOSIT REVERSAL/DELETION REQUEST

Employee Name

ABA Routing Number

Account Number

Settlement Date (Pay Date)

Amount

Reason

Notes:

Any request submitted at least 2 business days prior to the Settlement Date will be processed as an ACH Deletion Request and verification will be available on the Settlement Date. If the deletion request fails, then we will reprocess as an ACH Reversal.

ACH Reversal Requests take 3 business days for verification that funds were returned.