PRINT

ACH STOP / REVERSAL REQUEST

I want to:

- ☐ **Stop** an ACH deposit before the batch is transmitted to Treasury (10:15 a.m. on the second day after final payroll cutoff. See OSPS Processing Calendar for dates.)
- ☐ **Attempt** an ACH reversal within five banking days after settlement of the erroneous entry/transaction. RESTRICTIONS APPLY – see relevant section, below.

About the Employee (one per form)**:**

Agency No.	Employee ID No. (No SSN) OR __ __ __ __ __ __ __	Employee Name

About the Deposit:

NET DEPOSITS

Set No.[1]	Pay Period Ending	Payday	XDNN Code	Amount	Routing & Transit No.	Account No.	OSPS USE ONLY
			555				
			555				
			555				

1-This is the "Reg Set" field on the employee's P190 screen

FIXED DEPOSITS

Pay Period Ending	XDNN Code (3 chars)	Amount	Routing & Transit No.	Account No.	OSPS USE ONLY

Reason for Request:

- ☐ To prevent employee overpayment (**Time removed:** ☐ Yes ☐ N/A)
- ☐ Wage attachment received after payroll ran
- ☐ Late notice of account closure by employee
- ☐ Other: _____

Submitted by:

Signature: _____ Date: _____

ACH Reversal Additional Information and Restrictions *(Does not apply to ACH Stops)***:**

➢ *Only managers of the agency payroll function can authorize an ACH reversal.*

ACH reversals are **NOT GUARANTEED**. OSPS will attempt the reversal but will not modify the employee's OSPA record until we receive a provisional credit from Treasury. This could take up to five business days. If at a later date (up to several weeks later) the employee's bank denies the return, OSPS bills the agency for the provisional credit.

ACH reversals are heavily regulated by NACHA and are for emergencies only. Some examples of appropriate use for this process are: sent to wrong account number, incorrect or duplicate payment amounts.

Before you request an ACH reversal, complete these actions:

- ☐ Exhaust all other methods of recovering funds
- ☐ Notify employee you will reverse this transaction (NACHA rule). Retain for your files.

For OSPS Use Only		
☐ Info Verified	☐ P130/P070 entry	☐ PACH entry

OREGON STATEWIDE PAYROLL SERVICES (OSPS)
(503) 378-3518 fax
E-mail:
OSPS.Help@das.state.or.us

Online Resource Center:
http://go.usa.gov/gG8

INSTRUCTIONS TO PAYROLL OFFICES:

1. Complete this form online at http://tinyurl.com/3b4lsg
2. Verify all required fields are complete.
3. Ensure your agency number appears on the form.
4. Print form. Sign and date where indicated.
5. Fax completed form to OSPS.
6. To request a physical check, follow manual check guidelines.
7. Set P190 flag for closed months if requesting a manual check or making changes to the original file.

For Agency Use Only

☐ P190 Flag Set
☐ P370 Replacement Sent

OSPS Use Only
Received Date Stamp

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Form No. OSPS.99.07