

OFFICE USE ONLY:

Billable Yes No

Comment: _____

DIRECT DEPOSIT REQUEST FORM

Client Information

Control Number:

Client Name:

Request Date:

Company Account #

Company Routing #

Notice To Client:

NACHA (The Electronic Payments Association) – does not allow Direct Deposit funds to be reversed if the time frame has exceeded 5 days from the original check/deposit date.

- An ACH reversal will be placed for these requests, but no later than 5 days after check date. If the funds are available in the account you are requesting a reversal for, the funds will be returned to your company account within 3-5 business days.
- If an employee’s entire check is to be reversed and the net pay was allocated to more than one account, each account and the amount deposited will need to be listed separately.

Direct deposit reversals are NOT guaranteed as the employee's account may be closed or may have insufficient funds. You will be notified within 5 banking days if a direct deposit reversal is unsuccessful.

I have read and understand the conditions stated above.

Direct Deposit Information

Employee Name

Routing Number

Routing Number

Employee Name

Routing Number

Routing Number

Employee Name

Routing Number

Routing Number

Check Date

Account Number

Net Deposited to Account

Account Number

Net Deposited to Account

Check Date

Account Number

Net Deposited to Account

Account Number

Net Deposited to Account

Check Date

Account Number

Net Deposited to Account

Account Number

Net Deposited to Account

Reversal Reason: