



### ACH REVERSAL REQUEST FORM

**NOTICE:** Per the NACHA Operating Rules, ACH Originators who transmit reversing entries to correct erroneous credits or debits are required to notify the Receiver that the REVERSAL is being transmitted, including the reason for the REVERSAL. REVERSALS are to be received by the Receiving Bank no later than 5 business days after the settlement date of the initial entry. **REVESAL requests received more than 5 business days after the original pay date will not be processed.**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Payroll Admin Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Payroll Admin Email: \_\_\_\_\_

Please fill out the details for the REVERSAL request.

Number	Individual EE Name	Original Pay Date <i>Must be no later than 5 business days after the settlement date of the initial entry</i>	Transaction Amount <i>Amount requesting to be reversed</i>	Original Payroll Batch Amount <i>Original payroll batch amount transaction was processed in</i>	Receiver notified of REVERSAL?			
					Yes		No	
1					Yes		No	
2					Yes		No	
3					Yes		No	
4					Yes		No	
5					Yes		No	

Reason for Request:

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Is the Employee receiving a replacement check?      Yes      No

If yes, has the replacement check been issued?      Yes      No

Authorized Client Signature: \_\_\_\_\_

**PLEASE NOTE:**

- Once the REVERSAL has processed successfully, Würk will credit back the client funds. This process will be completed within 5-7 business days of REVERSAL initially submitted.
- Würk can process the request for the REVERSAL from the receiving bank; however, the Receiving Bank is not obligated to honor the request.
- REVERSALS are not guaranteed as the employee can move or use the funds. If the account balance is insufficient to fund the REVERSAL, it will fail.
- In the event a REVERSAL is unsuccessful, we will notify the Payroll Administrator that issues the original request within 24 hours of receipt of failure notice. At that time, the employee will need return the funds directly to the company.