

**San Diego County Office of Education
ACH DELETION/REVERSAL REQUEST FORM**

TO:	FAX:	PHONE:
SDCOE / PAYROLL SERVICES	(858) 715-0091	(858) 295-6722

DATE:	FROM: NAME	FAX:	PHONE: EXT:
SCHOOL DISTRICT:			

REQUEST INFORMATION:

Please provide as much information as possible.

****Note: The Deletion/Reversal does not cancel the warrant in the system.**

PAY CYCLE	ISSUE DATE	EMPLOYEE NAME:	EMPLOYEE ID:
ROUTING NO:		ACCOUNT NO:	ACH DEPOSIT AMOUNT:
Account 1:		Account 1:	Account 1:
Account 2:		Account 2:	Account 2:
Account 3:		Account 3:	Account 3:
REASON: (press 'enter' at the end of each line)			
IF DELETION/REVERSAL IS SUCCESSFUL, WILL WARRANT BE CANCELLED IN THE PAYROLL SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, email Form 95 with the ACH stub to: SDCOE, Payroll Services Rm. 607			WILL YOU RE-ISSUE AS A TYPED? <input type="checkbox"/> YES <input type="checkbox"/> NO

District Authorized Signature

For District Use Only:

District Checklist:

- Emailed ACH Deletion/Reversal Request Form to SDCOE
- Received Auditor Transfer Refund
- Canceled check in payroll system if "yes" marked above
- Requested Typed warrant if "yes" marked above
- Prepared and signed Form 95 (Explanation of Cancellation), if canceling warrant
- Emailed Form 95 with ACH stub to Payroll Services

OR if ACH Deletion/Reversal is unsuccessful:

- Received return item report/Reversal unsuccessful
- Prepared Overpayment Form