Sonoma County Office of Education – Business Services
ACH Reversal Request

The only reasons for which SCOE will perform an ACH reversal is when the employee will be overpaid (see Direct Deposit Authorization Agreement). SCOE must receive signed request before 2:00 the day before payday.

ACH REVERSAL

LEA Name: _____ LEA Number: _____

☒ Employee will be overpaid

Employee Name: _____

ACH Date: _____ ACH #:_____ ACH Amount: _____

____ Attach a copy of Check ~ Payroll History or Employee Payroll Snapshot ~ Pay99

Complete below to update pay history

MANUAL PAYROLL

☐ **A. Cancel and Reverse** – SCOE enters
and LEA must also enter
☐ EE paid revolving check – pay history created with repay deduction _____ (payroll date)
☐ EE paid through AP – pay history created with repay deduction _____ (payroll date)
___ EE paid on Supplemental Payroll _____ (payroll date)
or
☐ EE never should have been paid

____ **B. Reprocess Pay** – LEA enters. (Only works when the EE has not subsequently been paid.)
- SCOE must Cancel and Reverse first

Payroll: _____ Signed: _____

Approved: _____ Signed: _____

Complete and Email to: carend@scoe.org jsarsfield@scoe.org tpham@scoe.org jliu@scoe.org

SCOE to Complete:
1. ☐ Process ACH Reversal in Exchange Bank (see instructions)
2. ☐ Notify County Treasury of upcoming ACH reversal (copy of Request & Exchange Bank)
3. ☐ Funds Returned (will receive email from County Treasurer)
4. ☐ Notify District Funds received/district can reissue correct amount
5. ☐ Prepare Deposit Authorization and email to County Treasury
6. ☐ Prepare A/R Deposit in Escape when EFS# received, notify District
7. ☐ Process Manual Payroll