

Direct Deposit Reversal/Edit Request

Client ID#

Name of Contact Requesting Reversal:

Check Date:

Type of Reversal:

Bulk (entire payroll)

Multi-Employee

Individual Employee

Employee Name(s):

Reason for Reversal:

Amount being Reversed**:

**** If Multi-Employee, list individual AND total amounts.**

Check(s) Voided by Pay-Net?

Yes

No⁺

⁺ If No, has void been confirmed?

Yes

No

Check(s) in the Current Quarter?

Yes

No⁺⁺

⁺⁺ If No, was Prior Quarter Adjustment Done?

Yes

No

Important Information

1. *DirDep Reversals can take up to 10 business days.*
2. *The Fee for DirDep Reversal is \$30.00.*
3. *The Fee for DirDep Edit is \$10.00 per Edit, \$30 MINIMUM.*
4. *Client MUST email request for DirDep Reversal*
5. *If DirDep amount is over \$20,000, employee needs to fill out an authorization form from Kotapay and fax it to Kotapay. The form is attached*
6. *CANNOT process a reversal after 5 days.*

**NOTE: Be sure to let the client know what options they have BEFORE processing a DirDep Reversal:
Client can collect funds directly from employee if employee is still active or
client can collect overpayment via Advance in payroll.**

Submitted By:

Date:

Completed By:

Date: