**ELECTRONIC WARRANT (PAYMENT) CANCELLATION** **OMES Form EWC**

(11/20)

**Area for Oklahoma EFT Payment Information >>> Email Form to OMESTPAccountsPayable@omes.ok.gov <<<**

OK Agency Name       OK Agency #       Date .

OMES Voucher #       **&** Payment ID #       **or** H.E. Payroll Payment ID # 2

Approving Officer Signature \* Name & Title Phone #

\* If a reversal: By submitting this reversal request, the requesting Agency represents and warrants that (a) this reversal is being initiated to correct an Erroneous Entry, as defined in the NACHA Rules, and (b) if this reversal request is submitted more than five (5) banking days after the settlement date of the original entry, the requesting Agency has obtained express authorization for such reversal from the receiver in the same form and manner as would be required for a new entry. Further, the requesting Agency acknowledges that any reversal request that is submitted after such five-day period may be rejected by the Receiving Depository Financial Institution (RDFI) in its sole discretion.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **If 7EFT Bank Account – AGENCY** |       | **CLASS FUNDING**  | 7 |  |       | ***(Attach a copy of voucher ‘Invoice Information’ page showing class-funding)*** |
|  | (3-digit Agy #) |  |  |  | **(3-digit, i.e., 701)** |
| **If EFT Bank Account – AGENCY** | 467 | **CLASS FUNDING**  | 7 |  | 925 |  |
|  |  |  |  |  |  |  |
| **If H.E. Payroll EFT Bank Account – AGENCY** |       | **CLASS FUNDING**  | 7 |  | 789 | **(For H.E. payrolls after 1/1/2016)** |
|  | (3-digit Agy #) |  |  |  |  |  |

***Date Section 1 and complete Sections 2 and 3 below as appropriate for request:***

JPMORGAN CHASE ACH SERVICES

## STOP PAYMENT/DELETION, REVERSAL, RECLAIM REQUEST

### Section 1: JPMC ACH Originator Information

DATE:       REQUESTOR’S NAME: Monica Principi COMPANY NAME: Oklahoma State Treasurer’s Office

ACH COMP ID #: 9STOFOKCMI TEL#: 405-522-4256

### Section 2: Transaction Information

RECEIVER’S NAME:       VENDOR ID #:

 (*or for H.E. Payroll*)

RECEIVER’S ROUTING #:       H.E. PAYROLL PARTICIPANT ID #:

RECEIVER’S ACCOUNT #:       PAY/EFFECTIVE DATE:

$ AMOUNT:       RECEIVER’S ACCOUNT TYPE *(check one)*: CHECKING [ ] SAVINGS [ ]

### Section 3: Reason for Requested Action

**Please note (for reversals and reclaims): Funds credited to your account are provisional and subject to receipt of final payment from the Receiving Depository Financial Institution (RDFI).**

REQUEST TYPE *(check as appropriate-XX):*

STOP PAYMENT/DELETION (credit only) [[ ] ] CREDIT REVERSAL ­­­­[[ ] ]

Indicate reason for reversal *(check the appropriate box):*

[[ ] ] Reversal of a duplicate entry [[ ] ] Unintended receiver of original entry [[ ] ] Incorrect dollar amount of original entry

RECLAIM [[ ] ] By checking this box, you certify that the entry is being reversed because the receiver is deceased and the receiver’s right to receive the pension, annuity or other benefit payment represented by the entry terminated prior to receipt. You also certify that notification of the receiver’s death was received within the last five banking days.

**>>> OST must be able to take action by 4 p.m. ET for same-day processing <<<**

**Stop Payment/Deletions, Reversal and Reclaim Request**

## Reference Guide (Revised)

This reference guide provides procedures for correcting a credit transaction that was erroneously generated by your Agency. The type of request for correction (Stop Payment/Deletion, Credit Reversal or Reclaim) will depend upon the processing state of the erroneous transaction, the type of transaction, as well as the status of the Receiver. NOTICE: The State Treasurer's Office charges and collects a $10.00 fee for handling a stop payment item on electronic warrant cancellations.

***Stop Payment/Deletion***

A Stop Payment/Deletion request is initiated by the originating Agency, and then sent to the Office of Management and Enterprise Services (OMES) for review, who then forwards it to the State Treasurer’s Office (OST) where a stop to a payroll warrant can be requested through JPMorgan Chase (JPMC) if conditions are met. Although the transaction has been transmitted to JPMC, it has not yet been released to the ACH network for further distribution to the Receiving Depository Financial Institution (RDFI) for posting to the Receiver’s account. In this situation the credit transaction is still in the JPMC ACH payment warehouse. Items remain in the JPMC ACH payment warehouse until two days prior to the effective date of the entry at which point they are released.

Action of a Stop Payment/Deletion- *This is a stop action for* ***payroll only*** *where the pay effective date is greater than two banking days in the future. NOTE: If the effective date is less than two banking days in the future a “Credit Reversal” must be processed.*

***Credit Reversal***

A Reversal request is initiated by the originating Agency, and then sent to OMES for review, who then forwards it to OST where an offsetting debit transaction is requested through JPMC. This transaction has been transmitted to JPMC and JPMC has released the transaction to the ACH network for further distribution to the RDFI for posting to the Receiver’s account. In many cases, the transaction may have already posted to the Receiver’s account, thus an offsetting entry in created to retrieve the funds.

Select the status of the Receiver (reason for cancellation)

1. Reversal of a duplicate entry 2) Unintended receiver of original entry 3) Incorrect dollar amount of original entry

Action of a Credit Reversal – *The credit reversal is for* ***both*** *payroll and AP deposits. 1) For payroll -it’s when the pay effective date is less than two business days in the future and beyond, but not more than five business days after the effective date. 2) Since AP deposits are normally effective the date the payment was processed, a credit reversal would be taken, but only for not more than five business days after the effective date.*

*NOTE: For both payroll and AP deposits if more than five banking days from the effective date, the agency must include an email or letter from the payee stating it is okay to pull the funds out of their bank account.*

***Reclaim***

A Reclaim request is a special type of Reversal request. It is used to correct a consumer credit transaction for pension, annuity or other benefit payments when the Receiver of the credit transaction is **deceased**.

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