

## Instructions for Cancellation of Payroll Warrants and Direct Deposit Advices

Cancellation of payroll paper warrants and direct deposits must be requested via the revised OMES Form PWC, dated **April 2017**. Please print legibly or use a **minimum** 12 point font.

### Paper Warrant Cancellations:

The original warrant must be marked cancelled, attached to the completed PWC form, and then sent to OMES Transaction Processing. These requests cannot be processed by fax.

### Direct Deposit Cancellations:

Fax OMES Form PWC (09/2014) to **405-522-2186**. Verify the fax was successful.

Requests for cancellation of direct deposits must be made by completing the revised PWC form and faxing it to OMES to initiate the cancellation procedures. To ensure that direct deposit funds are returned, the PWC request must be received by 12:00 p.m. (noon) three business days prior to the effective pay date. Any faxed request for cancellation of direct deposits after that cutoff will be subject to recall or reversal procedures which are subject to denial by the employee's bank.

Once the funds have been returned to the State, OMES will process a cancellation in the payroll system which returns the funds to the agency.

If the funds cannot be recovered from the bank, the agency will be notified and will be responsible for collecting overpayments from the employee in accordance with O.S. Title 74, Section 840-2.19, Subsection D.

Any PWC form received after five (5) banking days of the effective pay date of the payroll will not be processed and agencies will be responsible for collecting overpayments from the employee in accordance with O.S. Title 74, Section 840-2.19, Subsection D.

## Form Instructions and Definitions

### ***Complete all of the following:***

**Area for Oklahoma Payroll** – All information must be entered and the form signed.

Area for Oklahoma Payroll - FAX form to 405-522-2186			OMES Form PWC (revised 4/2017)		
OK Agency Name	<input type="text"/>	OK Agency #	<input type="text"/>	Date	<input type="text"/>
Pay Run ID#	<input type="text"/>	Payment ID	<input type="text"/>	Paper Warrant	<input type="checkbox"/>
				Direct Deposit Advice	<input type="checkbox"/>
Approving Officer Title and Signature			Phone Number <input type="text"/>		
<small>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.</small>					

**Date** – Date of PWC request

**Pay Run ID#** – Use the Pay Run ID the warrant was processed under originally.

**Payment ID#** - This is the Paycheck Number of the item you are cancelling.

**Paper Warrant or Direct Deposit Advice** – Place checkmark on the line describing type of warrant.

**Section 1** – To be completed by the Oklahoma State Treasurer's Office.

**Section 2** – All information must be entered as shown for the warrant entered in the Area for Oklahoma Payroll section.

**Section 2: Transaction Information** *(All fields are mandatory and must match the original transaction sent to JPMC)*

Receiver's Name:

Receiver's Account #:

Receiver's ABA:

Receiver's Individual ID/PS EmplID #:

Transaction Effective Date:  -  -  Amount: \$  .

**Receiver's Name** – Enter the employee's name as it appears on the payroll warrant to be cancelled.

**Receiver's Account #** – Enter the employee's bank account number as it appears on the payroll warrant to be cancelled. Please double check that the number entered is the number used on that warrant.

**Receiver's ABA** – Enter the bank transit/routing number. All numbers should be 9 digits and start with either 01-12 or 21-32. Please double check that the number entered is the transit/routing number used on the payroll warrant to be cancelled.

**Receiver's Individual ID/ PS EmplID #** –Enter the State EmplID number as it appears on the payroll warrant to be cancelled.

**Transaction Effective Date** – Enter the Issue Date (paydate) of the warrant to be cancelled.

**Amount** – Enter the Net Pay amount for the warrant to be cancelled.

**Section 3** – To be completed by the Oklahoma State Treasurer's Office.