

DIRECT DEPOSIT PULL-OFF PROCEDURES
This form is not to be used for Payroll Pull-Offs
The Payroll Pull-Off form can be found at
www.wvsao.gov

If you have a payment that needs to be pulled off prior to the release of the direct deposit (ACH) file, you must do the following:

1. Complete a pull-off form for direct deposit. The wvOASIS payment request document ID **MUST** be completed on the form.
2. Fax the Pull-off request form to the WVSTO at 304-340-1509.
3. Pull-off requests for retirement, disability & black lung, and DHHR assistance payments must be received by the WVSTO two business days prior to the pay date. e.g. If the check date is Thursday, March 16th then all pull-off requests must be received by the WVSTO no later than **noon** on Tuesday, March 14th.

Pull-off requests for all other payments must be received by the WVSTO one business day prior to the pay date. e.g. If the check date is Thursday, March 16th then all pull-off requests must be received by the WVSTO no later than **noon** on Wednesday, March 15th.

4. A **Direct Deposit Reversal** form must be completed for any payment that needs to be pulled off after this deadline. Make sure you enter the Cash Receipt document number on the Reversal Form and fax the reversal request to the Treasurer's Office, EFT Division. The fax number is (304) 340-1509.
 - A. **Pull off** - A request to have money taken off the direct deposit file. This type of request removes the payment from the direct deposit file and does not allow the money to be sent to the bank. This guarantees that the agency will receive 100% of the money back.
 - B. **Reversal** - A request attempting to have money returned from the bank. In this case the payment has or will go to the bank and a debit must be sent to the bank in an attempt to have the money returned. If there is sufficient funds in the account the bank will return the money. For this type of request there is no guarantee the money will be returned.

Once the completed, signed form is received, the STO EFT division will Discard the EFT document in wvOASIS. **Agencies are responsible for modifying/cancelling the original payment request document.**

If you have any questions in regard to these procedures, please contact the WVSTO EFT Division at 304-340-5032 or via email eftgroup@wvsto.com.

DIRECT DEPOSIT PULL-OFF FORM

EFT Division/ West Virginia State Treasurer's Office – 1900 Kanawha Blvd E – Building 1, Room E-145 – Charleston, WV 25305
 Telephone: 304-340-5032 Fax: (304) 340-1509 www.wvsto.com

AGENCY NAME:			PAYMENT DATE:	
NAME	SSN/ID NUMBER	PAYMENT TYPE	NET AMOUNT OF PULL-OFF	wvOASIS ID NUMBER
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL AMOUNT			\$	
FAX PULL-OFF FORM TO: (304) 340-1509				

I authorize the WV State Treasurer's Office to pull-off the payment(s) listed above from the direct deposit file.

Signature	Phone #	Fax #
Print Name	Title	Date

Pursuant to Section 7 of the Privacy Act of 1974, the disclosure of your Social Security Number is mandatory. Social Security Numbers are necessary to properly maintain records concerning your direct deposit payments as is required and authorized by the federal government for tax administration purposes. See generally, 42 U.S.C. § 405(c). Failure to provide a Social Security Number will prevent us from processing your direct deposit request.