



## REVERSAL PROCEDURES FOR DIRECT DEPOSIT

If you have an ACH payment that needs to be reversed, you must do the following:

1. Complete a reversal form for direct deposit.
2. Enter a Cash Receipt in wvOASIS using deposit location #00711.
3. Fax the Direct Deposit Reversal form to the WVSTO at 304-340-1509.
3. All reversal requests must be received within five business days after the payment's settlement date. Any reversal request submitted on the fifth day must arrive in the Treasurer's Office by Noon.

**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.

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](mailto:eftgroup@wvsto.com).

## USE DEPOSIT LOCATION # 00711



# DIRECT DEPOSIT REVERSAL 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](http://www.wvsto.com)

AGENCY NAME:		PAYMENT TYPE:		
NAME	SSN/ID NUMBER	WV OASIS DOCUMENT ID NUMBER	DATE OF PAYMENT	NET AMOUNT OF REVERSAL
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL REDEPOSIT AMOUNT		\$	USE DEPOSIT LOCATION #00711	
WV OASIS CR DOCUMENT ID				
<b>FAX PULL-OFF FORM TO: (304) 340-1509</b>				

I authorize the WV State Treasurer's Office to reverse the payment(s) listed above. Also, I have notified the receiver(s) that a debit will be sent to their account for the payment(s) listed above.

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.