

Instructions for Cancellation of Payroll Warrants and Direct Deposit Advices

Cancellation of Payroll warrants and direct deposits must be requested via the revised OMES Form PWC, dated September 2014. 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 sections:

Area for Oklahoma Payroll – FAX form to 405-522-2186		OMES Form PWC (revised 09/14)	
OK Agency Name _____	OK Agency # _____	Date _____	
Claim # _____	Payment ID _____	Paper Warrant _____	Date _____
Approving Officer Title & Signature _____			Phone _____
<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>			

Claim # or Pay Run ID – PS agencies use the Pay Run ID and Legacy agencies use the FY and Claim # the warrant was processed under originally.

Payment ID# – This is the warrant number of the item you are cancelling.

Section 2: Transaction Information (this section to be filled in by Requesting Agency)	
RECEIVER'S NAME _____	PS EMPLID or SSN: _____
RECEIVER'S ROUTING # _____	AACCOUNT # _____
PAY/EFFECTIVE DATE _____	RECEIVER'S ACCOUNT TYPE (check one) Checking [<input type="checkbox"/>] Savings [<input type="checkbox"/>]
*\$ AMOUNT _____	

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

PS EMPLID or SSN – PS agencies enter the EMPLID and Legacy agencies enter the SSN. Enter the Empl ID or SSN as it appears on the payroll warrant to be cancelled.

Receiver's Routing # – All transit/routing numbers should be 9 digits and start with either 01-12 or 21-32. Please double check that the number you are entering is the transit/routing number used on the payroll warrant to be cancelled. Each agency is responsible for maintaining this information on the system.

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

Pay/Effective Date – Enter the issue date of the payment you are cancelling.

Receiver's Account Type – Check the appropriate account for the warrant to be cancelled.

\$ Amount – This is the net amount of the warrant you are cancelling.