

Area for Oklahoma Payroll - FAX form to 405-521-3902 &amp; mail original form to OSF

OK Agency Name \_\_\_\_\_ OK Agency # \_\_\_\_\_ Date \_\_\_\_\_

Claim # &amp; FY \_\_\_\_\_ Payment ID# \_\_\_\_\_ Paper \_\_\_\_\_ Direct Deposit \_\_\_\_\_

Approving Officer &amp; Title \_\_\_\_\_

Phone \_\_\_\_\_

## JPMORGAN CHASE ACH SERVICES STOP PAYMENT/DELETION, REVERSAL, RECLAIM REQUEST

Send via fax to: 1-866-217-6935

Please call 1-813-432-3750 to confirm fax receipt

*\*Required Field*

### Section 1: Requestor and Company Information

DATE: \_\_\_\_\_ REQUESTOR'S NAME: BETTY PEARSON TEL#: 405-521-6070ACH COMP ID# 9STOFOKPAY (This is how JPMorgan Chase identifies you as an originator. It is a 9 or 10 character ACH Company ID that can be found on reports and advices you receive. It can also be found in ACH format Record 5, position 41-50).

COMPANY NAME: Oklahoma State Treasurer's Office  
 COMPANY ADDRESS: 2300 N. Lincoln Boulevard, Room 217  
 CITY: Oklahoma City STATE: OK ZIP: 73105-4801

### Section 2: Transaction Information

RECEIVER'S NAME: \_\_\_\_\_ \* SSN/EMPL ID #: \_\_\_\_\_

RECEIVER'S ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

\*PAY/EFFECTIVE DATE: \_\_\_\_\_ RECEIVER'S ACCOUNT TYPE (check one): CHECKING [ ] SAVINGS [ ]

\*\$ AMOUNT: \_\_\_\_\_

### Section 3: Reason for Requested Action

REQUEST TYPE (check one): CREDIT REVERSAL \_\_\_\_\_ DEBIT REVERSAL \_\_\_\_\_ RECLAIM \_\_\_\_\_ STOP PAYMENT/DELETION \_\_\_\_\_

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).

If reversal, indicate reason for reversal (check the appropriate box):

[ ] The entry being reversed is a duplicate of an entry previously initiated by the Company.

[ ] The entry being reversed ordered payment to or from a receiver not intended to be credited or debited by the Company. (For example, the transaction went to the wrong individual.)

[ ] The entry being reversed ordered payment in a dollar amount different than was intended by the Company. (For example, the wrong amount was sent.)

[ ] If Reclaim, please check box to 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.

Fax must be received by 4 p.m. ET for same-day processing.

## Stop Payment/Deletions, Reversal and Reclaim Request Reference Guide

This reference guide provides procedures for correcting either a debit or a credit transaction that was erroneously generated by your Agency. The type of request for correction (Stop Payment/Deletion, Reversal or Reclaim) will depend upon the processing state of the erroneous transaction, the type of transaction (either a debit or a credit), as well as the status of the Receiver.

### ***Stop Payment/Deletion***

A Stop Payment/Deletion request is initiated by the originating Agency, sent to the State Treasurer's Office (OST) and then sent to JPMorgan Chase for a credit transaction that has been transmitted to JPMC, but 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.

JPMC does not support a stop/delete for an ACH debit transaction. Follow the procedure below to initiate a Debit reversal.

### ***Reversal***

A Reversal request is initiated by the originating Agency, sent OST and then forwarded to JPMC for a debit or a credit transaction. 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.

### ***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.