

## Cancellation of Payroll Warrants and Direct Deposits

Cancellation of Payroll warrants and direct deposits must be requested via the revised OSF Form PWC, dated December 2006.

Paper Warrant Cancellations: The original warrant must be marked cancelled, attached to the completed PWC form, and then sent to OSF Transaction Processing. These requests cannot be faxed.

Direct Deposit Cancellations:

Fax OSF Form PWC (12/06) to 405-521-3902 three (3) business days prior to the effective pay date.

After faxing the request to OSF, mail the original PWC to OSF Transaction Processing.

Requests for cancellation of direct deposits must be made by completing the revised PWC form and faxing it to OSF to initiate the cancellation procedures. To ensure that direct deposit funds are returned, the PWC request must be received by 12:00 P.M. 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, OSF will process a cancellation in the payroll system which returns the funds to the agency. If the funds cannot be recovered from the bank, then the agency must follow the existing overpayment procedures.

### Form Instructions and Definitions

Complete all of the following sections:

OSF Form PWC (Revised 12/06)

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

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

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

Approving Officer & Title \_\_\_\_\_

Phone \_\_\_\_\_

Claim # and FY – In PeopleSoft, this is the PayRunID, in the legacy system, it is the claim number and fiscal year.

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

## 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: \_\_\_\_\_

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

SSN/EMPL ID # – For payrolls processed on the PeopleSoft system, this is the six digit employee ID number. For payrolls processed on the legacy system, this is the employee's social security number (SSN). Enter the SSN/Empl ID # 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 canceling.

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 canceling.