



Direct Deposit Reversal Request

Company ID: _____ Company Name: _____

Employee ID: _____ Employee Name: _____

Original check date: ____/____/____ Amount: \$_____.____

Customer Service Representative: _____

Just Payroll Inc., Inc. will process the direct deposit reversal on the above referenced employee as requested. Please be aware that the initial direct deposit (credit) and this reversing entry (debit) are separate ACH entries. Should funds be insufficient in the employee's account at the time the debit is processed by the employee's financial institution, the institution will return this entry and these funds will be uncollected. In the event this item is returned, Just Payroll Inc. will contact you and your company account will be debited for the entry. Furthermore, it will be your company's sole responsibility to collect these funds from the employee.

Just Payroll Inc. has no control over the handling of ACH items at the various banks across the country. It is for this reason, and reasons stated above, that Just Payroll Inc. cannot guarantee that this reversal will be accepted by the employee's bank. In addition, Just Payroll Inc. will not be responsible for additional payments that may be issued to this employee related to this original direct deposit.

Due to the electronic age we live in, we trust that you understand the need for this document. Should you have any questions, please feel free to contact your customer service representative. If not, please fax the signed copy to our office at 856-783-5656.

Signature

_____/_____/_____
Date

Printed Name

For Just Payroll Inc. Use:

CSR Initials: _____

Date Received: ____/____/____

