

# ARIZONA

DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING

## Automated Clearing House (ACH) Payment Reversal

### Instructions

- To reverse an ACH payment made by the State of Arizona, all of the information below must be completed and the requestor must have an active A/P Manager role in AFIS.
- Once completed, an individual with the active A/P Manager role in AFIS must sign and submit the form to the GAO AFIS Operations Group at: [AFIS.Operations@azdoa.gov](mailto:AFIS.Operations@azdoa.gov).

### Key Notes:

- This form must be submitted by the **5th business day** from the cleared date of the ACH payment. If the vendor has a corporate account, the ACH reversal might be rejected.
- Any reversal requests submitted **after the 5th business day** will not be processed in accordance to NACHA rules. The agency will need to work with the vendor to have the payment returned.
- Requests received **after 3:00 p.m.** may be processed the following business day.

Agency

ACH Payment Number	Payee / Vendor Name	Amount	Reversal Code	Reversal Code Reason <i>(Only required for 004 - Other)</i>

### Accounts Payable Manager Approval

Employee Signature

Employee Name

EIN

Phone Number

Email

Date

### For General Accounting Office (GAO) Use Only

Day	Task	Employee Name	Date
1	Verify the requestor has A/P Manager role in AFIS. Insert EFT on EFTREV table.	<input type="text"/>	<input type="text"/>
2	Verify EFTREV status changed to 'Reversal sent to the Bank' and Bank of America (BofA) confirmation file was received.	<input type="text"/>	<input type="text"/>
6	Update EFTREV status to 'Reversal Confirmed'.	<input type="text"/>	<input type="text"/>
	Approved <input type="checkbox"/> Denied <input type="checkbox"/>		
	Reason: <input type="text"/>		
7	If approved, verify EFT document is cancelled in AFIS. Send Treasury 0337 transfer and notify agency.	<input type="text"/>	<input type="text"/>