

Reversing or Deleting Full Service Direct Deposit Transactions.

Filling out and submitting the Direct Deposit Reversal Form:

1. Fill out all fields in the agreement box in the top section of the form. Your client code begins with a "D" (example D4/CDK) and is located at the extreme bottom left side of your Payroll Plus screen as shown in the red circle.
2. Filling in the Direct Deposit reversal information:
 - a. If you are **reversing all direct deposit** transactions for a single payroll run, check the box above the green line and provide the check date and the amount associated with "Debit for FSDD (Full Service Direct Deposit)" found on the "Payroll Liability Report" in Payroll Plus.
 - b. If you are **reversing individual employee direct deposit** transactions, fill in the required information below the green line. You can locate the employee direct deposit amount on the "Payroll Details Report" in Payroll Plus.
3. Submit form to CDK Tax and Employment Services support by:
 - a. **Email (preferred):** Attach the completed and signed form and email to FSDDHELP@CDK.COM. Feel free to add any comments you wish to provide your CDK tax support specialist.
- Or -
 - b. **FAX:** the completed and signed form to **847-620-2766**.
4. A CDK Tax and Employment support representative will reply to you **within 60 minutes*** on the status of your reversal request.

Client ID : 216783 D4/R/W Privacy Terms of Use Contact Us

Need To Know:

- Failure to fill in all required information on the direct deposit reversal form may result in delays or rejection.
- Deadline for direct deposit reversal requests is 3:30P.M. Central time.
- Submission deadline for direct deposit submission is 2:00 P.M. Central time 1 banking day prior to check date.
- Under NACHA operating rules, FSDD reversal instructions must be transmitted to your employee's bank within 5 banking days after the date of the Direct Deposit.
- An employee's bank has up to 5 banking days from the time the reversal request is received to process the reversal.
- It is the responsibility of the employer to advise and update the affected employee(s) of the reversal request and status.
- Be certain to make all necessary updates to the affected employee(s) wages in Payroll Plus. If any voids or manual checks need to be recorded, be certain to record them in the same quarter that the employee received their original wages.
- There is a \$15 processing fee for each employee bank account reversal processed.

Tax and Employment Services Hotline: 888-237-8291

Hours of Support:**

Monday – Friday 8:00 a.m. – 7:00 p.m. Central Time.

* During Tax and Employment Services Hours of Support.

**Excludes New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.



ADP Full Service Direct Deposit Item Reversal/Deletion Form

Client Code: _____ *i.e. D4/CDK* **Client Name:** _____
Contact Name: _____ **Phone #:** _____
Payroll Check Date: _____ **Authorized Client Name (Print):** _____

By signing below, Client hereby requests ADP to reverse or delete the entries set forth below and represents to ADP (i) that each reversal or deletion is being requested to correct an erroneous credit to an employee's bank account and the amount being reversed/deleted is due and owing to Client and (ii) that if a reversal, Client will, on ADP's behalf, inform each affected employee of the requested reversal to their bank account by no later than the "Settlement Date" of the reversal entry and the reason for the reversal. The "Settlement Date" of the reversing entry is generally the pay date of your payroll or the next banking day after ADP's receipt of your request, whichever is later. ***Client is responsible if reversal or deletion is rejected from the employee's bank account.***

NACHA operating rules require that any FSDD reversal instructions must be transmitted to your employee's bank within five banking days after the date of the direct deposit. Therefore, if you need to request FSDD reversals, the request must be submitted to ADP in sufficient time to enable ADP to transmit such FSDD reversal instructions in the time frame required by the NACHA operating rules.

Authorized Client Signature: _____ **Date:** _____

Up to four FSDD reversals can be entered on this form. Please make copies, complete and sign additional forms if more than four reversals are required. Complete and sign separate forms if reversals are required on additional company codes. Please use one box per individual employee deposit reversal. If an employee has multiple direct deposits to reverse, use multiple boxes.

You will receive a confirmation e-mail once this request has been processed.

☐ I would like to have all Direct Deposit transactions reversed for Check Date _____.
The total amount* of the Direct Deposit transactions for this payroll is _____.

*Total Direct Deposit amount can be found on the **Payroll Liability report** within Payroll Plus. Enter the amount associated with **Debit for FSDD (Full Service Direct Deposit)**.

I would like to reverse the direct deposit transactions for **only** the employees and the bank accounts below.
You can locate the employee direct deposit amount for each employee account on the **"Payroll Details Report"** in Payroll Plus.

Employee #1

Employee Name: _____
Routing #: _____
Account #: _____
Amount: _____

Employee #2

Employee Name: _____
Routing #: _____
Account #: _____
Amount: _____

Employee #3

Employee Name: _____
Routing #: _____
Account #: _____
Amount: _____

Employee #4

Employee Name: _____
Routing #: _____
Account #: _____
Amount: _____

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Closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

Submit by email to:

FSDDHELP@CDK.COM

Or FAX TO: 847-620-2766