



Re-Debit Reject Exception Request For ACH Rules Compliance

If account information was entered incorrectly (i.e.: xx45 instead of xx54), simply correct and re-debit. Submission of this form is not required.

Requests will be completed within 3 banking days. Please plan accordingly.

Date of Request: _____	SPS MID#: _____
Company Name: _____	
Contact Name: _____	Phone: _____
Email: _____	
Account Holder Name: _____	
Bank Routing #: _____	Account #: _____
EE Date of Previous Returned Transaction: _____	
Return Date: _____	Return Code: _____
Select One: One Time Entry <input type="checkbox"/> OR All Future Debits <input type="checkbox"/>	
Return due to wrong account <u>type</u> entered (Savings vs. Checking)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments: _____	

1) What to submit with the request:

Submit a copy of new ACH authorization provided in writing by the account holder, including if the new authorization is for a one-time entry or for all future debit entries.

2) Where to submit the request:

- Use SPS secure email at https://spaysys.com/email_file.html to send this form and accompanying documents to compliance@securepaymentsystems.com.

OR

- Fax to 858-549-1323 (ATTN: Compliance) and call 888-313-7842 to confirm the fax was received.

3) Completion confirmation:

Confirmation is emailed to the contact name & email address given above.

**DO NOT EMAIL Re-Debit Reject Exception Request forms & authorization docs.
Use Secure Email OR Fax ONLY for security reasons.**

ACH Rules Compliance Reminder

NACHA Operating Rules prohibit a re-initiation entry to the same account where the prior entry was returned for any reason other than R01 (NSF) or R09 (Uncollected Funds), unless the account holder has acknowledged in writing (dated and signed) that the transaction has been resolved, and such re-debit authorization has been successfully forwarded to and input by SPS for subsequent action.

SPS INTERNAL USE ONLY: Completed by: _____ Date: _____