

ADPCheck Stop Pays

1. For the check that needs to be stopped, obtain the check number from the detail listing, the check date, the payee's name and the exact net dollar amount.
2. Complete the ***Stop Payment Request and Indemnification Form*** with the information obtained in step 1. (The form may be obtained in the Resource Center at pcs.adp.com or from your PS Account Manager)
3. Fax the completed copy of the ***Stop Payment Request and Indemnification Form*** to 770-360-3082 and keep a copy for your records.
4. ***Stop Payment Request and Indemnification Form*** received before 12:00 PM EST will be processed that business day. The form will be signed and dated by the person that has completed the stop pay and faxed back to the preparer. ***Stop Payment Request and Indemnification Form*** received after 12:00 PM EST will be given best effort to be completed that same business day, but will be completed by 12:00 PM EST the next business day.
5. ADP will refund the amount of the check via check or electronic deposit (usually within three to five business days) depending on the client's set up.
6. If a stop payment check is located, please void the check and keep it in your records or destroy the check. DO NOT HAVE THE CHECK DEPOSITED.

ADPCheck Notes

1. Make sure to examine returned faxes. They may contain notes beside an item requiring corrected or missing information.

FSDD Reversals

1. For the deposit that needs to be reversed, obtain the employee file number, employee name, pay date, ABA #, Account # and the deposited dollar amount.
2. Complete the ***Full Service Direct Deposit Item Reversal/Deletion Form*** with the information obtained in step 1.
3. Fax the completed ***Full Service Direct Deposit Item Reversal/Deletion Form*** to 770-360-3082.
4. ***Full Service Direct Deposit Item Reversal/Deletion Form*** received before 12:00 PM EST will be processed that business day. The form will be signed and dated by the person that has completed the reversal/deletion and faxed back to the preparer. ***Full Service Direct Deposit Item Reversal/Deletion Form*** received after 12:00 PM EST will be given best effort to be completed that same business day, but will be completed by 12:00 PM EST the next business day
5. ADP will refund the amount of the reversal/deletion via check or electronic deposit (usually within three to five business days) depending on the client's set up.

FSDD Notes

1. Reversals can only be processed up to 5 business days after check date.
2. Reversals can only be completed in their entirety – it is not possible to reverse a portion of any transaction.
3. Make sure to examine returned faxes. They may contain notes beside an item requiring corrected or missing information.

General Notes

1. When completing either form you must provide the Company Code and the Company Name.
2. When completing either form you must provide a contact, phone number and a fax number.
3. In order to be processed, the completed form must be signed and dated by the preparer.