

Corporate Request for Return of an Unauthorized ACH Transaction (if not ACH, please call the number on the back of your card)

Small Business Clients: Email this form to ACHforms@bofa.com. Alternatively, fax this form to Bank of America ACH Services 877.867.6823 by 7:00 p.m. Eastern

Unauthorized ACH Return Requests **must** be submitted no later than the business day following posting so that it is received and processed by 7:00 p.m. Eastern Time. Untimely, incorrect or incomplete information may result in our inability to complete this request. **Please ensure that all fields are completed and formatted properly, such as date fields in a MM/DD/YY format. Any missing information may cause delays in the resolution of your claim.**

Name:			
Account #:			
Alternate Account #:	<i>*If the original account has been closed please provide an open account number</i>		
Routing Transit:			
Requested By:		Email Address:	
Today's Date:		Signature:	
Contact Phone #:		Fax #:	

Requests must be signed by an authorized signer on your account. The signer of this request asserts that this written statement of Unauthorized ACH Debit/Credit is true and correct and further asserts that the signer is an authorized signer on the account or has corporate authority to act on the account in order to file this request.

This section will explain how you should populate the Unauthorized Reason column below. Please populate this column with the number below that matches your claim scenario. If your request does not meet one of the five definitions of unauthorized transactions listed below or did not post to your account one business day prior to today please contact 888.287.4637.

NACHA RULES SUBSECTION Unauthorized Debit Entry

For purposes of this Rule, a debit entry was not authorized by the Receiver if:

- (1) Your company did not authorize the Originator to debit/credit your account. The authorization requirements (Receiver Authorization and Agreement) have not been met.
- (2) The debit entry was initiated in an amount greater than that authorized by the Receiver; or
- (3) The debit entry was initiated for settlement earlier than authorized by the Receiver.
- (4) My account / identity has been compromised and / or checks were stolen.
If you have been a victim of fraud and you suspect someone please provide their name here:
- (5) Other (Must specify):

An unauthorized debit entry does not include a debit entry initiated with fraudulent intent by the Receiver or any person acting in concert with the Receiver.

Originating Company Name	Originating Company ID	Transaction Amount	Debit/Credit	Posting Date (MM/DD/YY)	Unauthorized Reason (This field MUST be completed, Please select the number matched with your scenario from above.)
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			

BANK USE ONLY:

Verification:		Phone #:		Initial:	
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