

# APEX-ACH Maintenance Form

## File/Batch/Transaction Delete

Fax the completed form, with authorized signature, to payment operations at (913) 319-3271. All required information must be provided for exception items to be processed.

Corporate/Credit Union Name: \_\_\_\_\_ Abbrev. Code: \_\_\_\_\_

Corporate/Credit Union R&T: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized By (signature): \_\_\_\_\_

Enter corporate or credit union ID used to log onto APEX-ACH (e.g. FL01)

### \*DELETE FILE / BATCH / TRANSACTION

**Origination Delete**  **FILE** – Select “File” and the file indicated below will be deleted.

**BATCH** – Select “Batch” and only the batch indicated below will be deleted.

**TRANSACTION** – Select “Transaction” and only the transaction indicated below will be deleted; offset transactions will **not** be deleted unless indicated below.

**OFFSET TRANSACTION** – Select “Offset Transaction” to delete the offset transaction created using the offset feature in APEX-ACH.

**Return Delete**  **BATCH** - Returns can only be deleted at the batch level.

#### For File or Batch deletions, the following information is required:

Entry Date (required) \_\_\_\_\_  
Immediate Origin ID (optional) \_\_\_\_\_ File ID (req'd) \_\_\_\_\_ File Name (req'd) \_\_\_\_\_  
File Debit Amount (req'd for file deletes) \_\_\_\_\_ File Credit Amount (req'd for file deletes) \_\_\_\_\_  
Batch Debit Amount (req'd for batch deletes) \_\_\_\_\_ Batch Credit Amount (req'd for batch deletes) \_\_\_\_\_  
Effective Date (required) \_\_\_\_\_

#### For Transaction deletions, the following information is required:

Account Holder Name (required) \_\_\_\_\_ Account Number (required) \_\_\_\_\_  
\$ Amount (required) \_\_\_\_\_ Routing transit number (required) \_\_\_\_\_

#### For Offset Transaction deletions, the following information is required:

Account Holder Name (required) \_\_\_\_\_ Account Number (required) \_\_\_\_\_  
\$ Amount (required) \_\_\_\_\_ Routing transit number (required) \_\_\_\_\_

\* A \$10 fee will be assessed for each batch or transaction that is deleted. For example, if a request is submitted to delete two transactions, a \$20 fee will be assessed. If a request is submitted to delete 3 batches, a \$30 fee will be assessed. To delete a file with 100 or less batches, a \$50 fee will be assessed. To delete a file with more than 100 batches, please call payment operations at (888) 872-0440, option 2, for a quote.

#### APEX Operations Use Only

Completed By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Corporate Confirmation Notification: \_\_\_\_\_