

2022 Written Statement of Unauthorized Debit for Unauthorized ACH Debit Activity

ACCOUNT AND TRANSACTION INFORMATION

Financial Institution: _____

Accountholder: _____ Account Number: _____

 Originating Company or Party Debiting the Account: _____
(only one per form)

Date of Debit: _____	Amount: _____	Date of Debit: _____	Amount: _____
Date of Debit: _____	Amount: _____	Date of Debit: _____	Amount: _____
Date of Debit: _____	Amount: _____	Date of Debit: _____	Amount: _____

REASON FOR RETURN

- R05 - UNAUTHORIZED DEBIT TO CONSUMER ACCOUNT USING CORPORATE SEC CODE (CCD or CTX)**
- R07 - AUTHORIZATION REVOKED BY CUSTOMER (not valid for ARC, BOC, POP, RCK, CCD or CTX Entries)**
I revoked the authorization, which I had previously given to the Company to debit my account, before the debit was initiated and in the manner specified in the authorization by the Company.
- R10 - CUSTOMER ADVISES ORIGINATOR IS NOT KNOWN TO RECEIVER AND/OR IS NOT AUTHORIZED BY RECEIVER TO DEBIT RECEIVER'S ACCOUNT (not valid for CCD or CTX Entries)**
I did not authorize the Company to debit my account for the above listed Entry or Entries.
- R10 - SOURCE DOCUMENT SIGNATURE IS NOT AUTHENTIC OR AUTHORIZED (ARC, BOC, or POP)**
- R11 - CUSTOMER ADVISES ENTRY NOT IN ACCORDANCE WITH TERMS OF AUTHORIZATION (not valid for CCD or CTX Entries) Check one below:**
 - The amount debited from my account was different from what I authorized. The amount I authorized the Company to debit was \$_____.
 - The date the Company debited my account was different from what I authorized. I authorized the debit to be made no earlier than _____, 20_____.
 - The intended payee was not credited. *(Incomplete Transaction)*
 - The Company improperly reinitiated the listed debit(s).
 - The Company debited my account more times than authorized.
- R11 - SOURCE DOCUMENT USED FOR THE ENTRY WAS NOT AN ELIGIBLE SOURCE DOCUMENT (ARC, BOC, or POP)**
- R11 - IMPROPER REVERSAL (Use R11 to return an improper Reversal to a Consumer Account regardless of SEC Code)**
- R37 - BOTH ELECTRONIC AND SOURCE DOCUMENT HAVE BEEN PRESENTED FOR PAYMENT (ARC, BOC, or POP)**
- R51 - THE ITEM TO WHICH THE RE-PRESENTED CHECK (RCK) ENTRY RELATES IS INELIGIBLE OR THE RCK ENTRY IS IMPROPER FOR ONE OF THE FOLLOWING REASONS Check one below:**
 - The required notice stating the Re-Presented Check Entry policy was not provided by the Originator listed above.
 - The check is ineligible.
 - All signatures on the check are not authentic or authorized, or the check has been altered.
 - The amount of the Entry was not accurately obtained from the item.
- R53 - THE ITEM AND THE RE-PRESENTED CHECK (RCK) ENTRY HAVE BOTH BEEN PRESENTED FOR PAYMENT**

SIGNATURE

I am an authorized signer on the above-referenced account or otherwise have authority to act on the account identified above. I attest that the listed debit(s) was (were) not originated with fraudulent intent by me or any person acting in concert with me. I have read this statement in its entirety and attest that the information provided on this statement is true and correct.

DATE (MM/DD/YY)	CUSTOMER/MEMBER AUTHORIZED SIGNATURE	PRINT NAME	PHONE NUMBER
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DATE (MM/DD/YY)	FINANCIAL INSTITUTION REPRESENTATIVE SIGNATURE	PRINT NAME	EXTENSION
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Written Statement of Unauthorized Debit (WSUD) Companion Document



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Purpose of the Document

This document provides instruction on completion of the Written Statement of Unauthorized Debit (WSUD) form. A Receiving Depository Financial Institution (RDFI) incurs risk when generating all Return Entries.

This document is an essential tool to understanding the Written Statement of Unauthorized Debit form and its correct use. Used correctly, the WSUD is a very powerful tool for both the RDFI and their Receiver.

The Written Statement of Unauthorized Debit form must be completed prior to every use of the return reason code R05, R07, R10, R11, R37, R51, or R53. While the WSUD form must be completed prior to the use of any of these seven return reason codes, the RDFI may not use a WSUD form completed in the past. Rather, the WSUD must be signed and dated on or after the Settlement Date of the Entries for which the Receiver seeks recredit.

General Conventions of the Document

The document is formatted to follow the WSUD form from top to bottom.

WSUD Fields

Financial Institution Name

Complete this field with the name of the Receiving Depository Financial Institution. If a branch office is completing the form for processing at a centralized location, it may be useful to add a branch identifier, as well. This field is not a requirement of the *Nacha Operating Rules*. This information is for internal purposes only.

Account/Transaction Information Section

Accountholder (Name)

This field must be completed with the name of the Receiver of the account that is debited. This field is a requirement of the *Nacha Operating Rules*. The Receiver's printed name must be on the WSUD form.

This name may or may not be the same as the person signing the WSUD form. An authorized agent may sign the form.

Account Number

This field should list the account number associated with the Receiver to which recredit will be provided after the extended Return. This field is a requirement of the *Nacha Operating Rules*.

Originating Company/Party Debiting the Account

This field should be completed with the name of the party debiting the account as known to the Receiver. This name may be lifted from the Company Name field of the debit Entry or Entries in question. If the intended payee is different than the debiting party, both should be listed. This information is a requirement of the *Nacha Operating Rules*.

Amount of Debit

This form may be used to list one debit Entry or multiple debit Entries from the *same* Originator or party as listed in the "Party Debiting the Account or Originator of Debit" field. This form provides space for six debit Entries. If more space is needed to list additional Entries from the same Originator or debiting party, attach another Written Statement of Unauthorized Debit (WSUD) form. List every Entry for which the Receiver seeks recredit. No Entry utilizing a return reason code listed within Section 2 of the ePayResources WSUD form should

be processed without a completed WSUD form. This requirement can be found in the *Nacha Operating Rules: Article Three, Subsection 3.13*. A reference table of return reason codes and requirement of WSUD can be found in *Appendix 4: Part 4.2 Table of Return Reason Codes*.

Date of Debit

This field must be completed with the Settlement Date of each debit Entry for which recredit is requested by the Receiver. This Settlement Date should correspond to each “Amount of Debit” as listed. Settlement Date is not the same thing as effective entry date. Settlement Date is the date the exchange of funds with respect to the debit Entry is reflected on the books of the applicable Federal Reserve Bank account of the RDFI. The *Nacha Operating Rules* require this information for each debit Entry for which recredit is asked.

Reason for Return

Unauthorized Debit to Consumer Account Using Corporate SEC Code (CCD or CTX)

This claim is used when an unauthorized debit transaction bearing the Standard Entry Class (SEC) Code CCD or CTX posts to a Consumer Account. **The return reason code to use is R05 – Unauthorized Debit to Consumer Account Using Corporate SEC Code.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

Typically, the two SEC Codes—CCD and CTX—are afforded only a two Banking Day Return time frame. For a Non-Consumer Account, that is appropriate. For a Consumer Account, that is not appropriate. Consumer Accounts are allowed an Extended Return time frame for unauthorized Entries. This Extended Return time frame is roughly 60 calendar days.

To bypass the two Banking Day time frame, the RDFI must use the return reason code R05 – Unauthorized Debit to Consumer Account Using Corporate SEC Code. Use of the R05 return reason code opens the Return time frame to the Extended Return period. If the RDFI does not use the R05 return reason code, the Originating Depository Financial Institution (ODFI) could dishonor the return of a CCD or CTX as untimely. Furthermore, the RDFI might then have to write off this Entry because of the use of the wrong return reason code and the resulting late Return.

If a mistake is made and another return reason code is used to return the CCD or CTX transaction posting to a Consumer Account and the ODFI dishonors the Return because it is untimely, the RDFI should call the ODFI immediately. The RDFI should explain the Return Entry should have been initiated with an R05 return reason code. The RDFI should make it clear the Entry is unauthorized and the ODFI is in breach of warranty. **The RDFI should not try to return the Entry again without speaking to the ODFI.**

Authorization Revoked by Customer

This claim is used when an authorization specific to the listed Entry or Entries *did* exist between the Originator and the Receiver at one time. However, the Receiver followed the Originator’s instruction within the authorization to revoke the authorization for the listed debit Entry or Entries. **The return reason code to use is R07 – Authorization Revoked by Customer.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

The File containing the debit Entry may be Transmitted the Banking Day prior to Settlement Date. There is a timing issue involved with revoking an authorization. Because of this timing issue, the RDFI may determine that the Receiver did not properly follow the revocation language in the authorization.

To best determine if the Originator’s instructions were followed, an RDFI may request a copy of the authorization from the ODFI to verify the instructions for revoking an authorization have been followed. To

accomplish this, send a written request to the ODFI requesting a copy of the authorization for the Entry. The written request should contain enough information for the ODFI to correctly identify the Entry in question. This request for information may include the company name as Transmitted with the Entry; the company Identification number as Transmitted with the Entry; the Standard Entry Class Code associated with the Entry; the effective entry date from the batch containing the Entry; the trace number as Transmitted with the Entry; the dollar amount; and the company entry description.

Once the ODFI provides the authorization copy, the RDFI may determine if the Receiver followed the instructions appropriately to allow the Originator time to stop the debit Entry. Depending on the result of this investigation, the RDFI may need to educate the Receiver that the revocation was not appropriately handled.

This investigation is *not* required by the *Nacha Operating Rules*. The RDFI is within its rights to take the Receiver's assertion that the information on the WSUD "is true and correct."

Customer Advises Originator is Not Known to Receiver and/or Originator is Not Authorized by Receiver to Debit Receiver's Account

This is the claim used when there is not authorization for the Entry or Entries listed on the WSUD. **The return reason code to use is R10 – Customer Advises Originator is Not Known to Receiver and/or Originator is Not Authorized by Receiver to Debit Receiver's Account.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

The Receiver may not use the exact language as on the form. Perhaps the Receiver stated that the Originator is unknown, or they had not authorized the transaction. Substantially similar language is always accepted.

The Source Document Signature is Not Authentic or Authorized (ARC, BOC, or POP)

This is the claim to mark if the source document signature is not authentic or authorized. **The return reason code to use is R10 – Customer Advises Originator is Not Known to Receiver and/or Originator is Not Authorized by Receiver to Debit Receiver's Account.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

A Check is used as a source document for ARC, BOC, or POP Entries. To be used as a source of information, the Check must:

- (a) Contain a pre-printed Check Serial Number.
- (b) Be in an amount of \$25,000 or less.
- (c) Be completed and signed by the Receiver (except for POP Entries).
- (d) Have a routing number, account number, and Check Serial Number encoded in magnetic ink.

If any of these four characteristics are not met, the source document may not be used for an ARC, BOC, or POP Entry. Additionally, an Eligible Source Document does *not* include:

- (a) A Check that contains an Auxiliary On-U's Field in the MICR line.
- (b) A Check payable to a Person other than the Originator.
- (c) A draft that does not contain the signature of the Receiver (except for POP), including any "remotely created check," as that term is defined by Regulation CC.
- (d) A Check provided by a lender for purposes of accessing a credit card account, home equity line, or other form of credit.
- (e) A Check drawn on an investment company as that term is defined in the Investment Company Act of 1940.

- (f) An obligation of a financial institution (e.g., a traveler’s check, cashier’s check, official check, money order, etc.).
- (g) A Check drawn on the Treasury of the United States, a Federal Reserve Bank, or a Federal Home Loan Bank.
- (h) A Check drawn on a state or local government that is not payable through or at a Participating DFI.
- (i) A Check payable in a medium other than United States currency.

Customer Advises Entry Not in Accordance with the Terms of the Authorization

This claim is used when the Originator and Receiver have a relationship, and an authorization exists, but there is an error, or the payment does not conform to the terms of the authorization. **The return reason code to use is R11 – Customer Advises Entry Not in Accordance with the Terms of the Authorization.**

Under certain conditions, the Originator is permitted to correct the error and initiate a new Entry without obtaining a new authorization. The new Entry must be Originated within 60 days of the Settlement Date of the R11 Return Entry and is subject to the same ODFI warranties and indemnification that the corrected new Entry is authorized.

This return reason code is used for one of the following reasons:

- **The amount debited from my account was different from what I authorized:**
The claim is made when the dollar amount of the debit Entry is different from the dollar amount authorized. **The return reason code to use is R11 – Customer Advises Entry Not in Accordance with the Terms of the Authorization.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

Each debit Entry amount must correspond to the authorized amount. Some authorizations do not specify an exact dollar amount. Instead, the authorization may contain some method of calculating the dollar amount. Whichever method the authorization utilizes, the dollar amount of the debit Entry should be known to the Receiver in advance of the debit.

In the case of ARC, BOC, or POP Entries, the amount of the Entry should match the amount of the transaction for which the Eligible Source Document was used. If the Originator changed the amount from the Check used for the ARC or BOC Entry, the amount is different than what is authorized. If the Originator changed the amount from the receipt for the POP Entry, the amount is different than what is authorized. This includes Entries initiated with an amount that includes the total of both the underlying transaction and a Return Fee. While the Return Fee may have been authorized by notice language and receipt of the Check, the Return Fee must be a separate transaction. The amount ARC, BOC, or POP Entry must only be for the underlying transaction.

The blank space following the sentence “The amount I authorized the above-named company to debit was \$” should be completed with the dollar amount the Receiver anticipated the debit to be.

The Originator may not initiate multiple debits to reach this amount. For example, if the authorized amount is \$100.00, the company may not send two debits for \$50.00 each. This is unauthorized activity. The Originator was authorized to initiate one \$100.00 debit only.

- **The date the above-named company debited my account was different from what I authorized:**
This claim is made when the Settlement Date of the debit Entry is before the date authorized by the Receiver. **The return reason code to use is R11 – Customer Advises Entry Not in Accordance with the Terms**

of the Authorization. This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

Settlement Date is not the same thing as Effective Entry Date. Settlement Date is the date the exchange of funds with respect to the debit Entry is reflected on the books of the applicable Federal Reserve Bank account of the RDFI – the inter-bank settlement. The *Nacha Operating Rules* require this information for each debit Entry for which recredit is asked.

The authorization must state either the date on or after which the debit will be initiated or the method by which the date will be calculated. Examples of the latter method include: “the second Tuesday of the calendar month” or “Fifteen days after third of every month.”

If the Settlement Date of the debit is after the authorized date, that is allowed by the *Nacha Operating Rules*. If too much time passes before the debit is initiated, the Originator runs a risk of the Receiver misunderstanding the subsequent debit Entry. In fact, this does speak to the “clear and understandable” terms of the authorization.

The blank space following the sentence, “I authorized the debit to be made no earlier than” should be completed with the date the Receiver understood the terms of the authorization to indicate as the date of the debit.

- **The intended payee was not credited (Incomplete Transaction):**

This is the claim to mark if the transaction is an Incomplete Transaction. **The Return Reason Code to use is R11 – Customer Advises Entry Not in Accordance with the Terms of the Authorization.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

To determine if the underlying transaction is an Incomplete Transaction, first ask the Receiver if the intended payee has indicated there is a third-party involved in the debit process. This is a requirement. **A transaction initiated by the Originator for purposes of crediting their own accounts cannot be an Incomplete Transaction.**

Second, confirm if the intended payee received any of the proceeds from the debit. A partial or erroneous payment to the intended payee cannot be an Incomplete Transaction.

- **The above-named company improperly reinitiated the listed debit(s):**

If the Originator did not follow the Rules for proper Reinitiation of a returned debit Entry, the Receiver should mark this claim. **The return reason code to use is R11 – Customer Advises Entry Not in Accordance with the Terms of the Authorization.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

An Entry may be reinitiated if it was returned for insufficient or uncollected funds. An Entry may be reinitiated if it was returned for stopped payment *and* the Receiver provided a separate authorization *after* the Originator receives the Return Entry.

All Reinitiated Entries must meet certain requirements. The Originator must Reinitiate the Entry within 180 days (roughly six months) after the Settlement Date of the original Entry. The total number of attempts must not exceed three. The company entry description must read “RETRY PYMT.” Furthermore, the company name, company identification, and amount fields of the Reinitiated Entry must be identical to the contents of the original Entry.

No Entry may be reinitiated if it was returned as unauthorized or authorization revoked.

A debit Entry is not considered a Reinitiated Entry if the debit Entry is one in a series of preauthorized, recurring debit Entries and is not contingent upon whether an earlier debit Entry in the series has been returned. If the Originator obtains an authorization from the Receiver after it receives the original Return Entry, the subsequent Entry is not reinitiated.

This return reason code and claim may not be used if the Standard Entry Class Code is CCD or CTX.

- **The above-named company debited my account more times than authorized:**
This claim is used when the Receiver has authorized the Originator to debit the account but the Originator initiates more than one debit.

Improper Reversal to Consumer Account

The Rules define a limited number of reasons for permissible Reversals. The Rules also address improper reversals. Specifically, the Rule states initiation of Reversing Entries or Files for reasons other than in the Rules is prohibited. Examples of prohibited Reversals include, an Originator or Third-Party Sender failing to fund an Entry or File, or a Reversing Entry or File initiated beyond the time period allowed in the Rules.

At the latest, Reversing Entries must be received by the RDFI no later than opening of business on the sixth Banking Day following Settlement Date of the Erroneous Entries.

Formatting requirements include:

- “REVERSAL” in the Company Entry Description field.
- The Company ID, SEC Code, and Amount fields of the Reversal must be identical to the original Entry.
- The contents of other fields may be modified only to the extent necessary to facilitate proper processing of the Reversal.

An RDFI may return an improper Reversal as either:

- R11 for consumer accounts, 60-day return time frame from Settlement Date of the Entry to which the consumer’s claim relates.
- R17 for non-consumer accounts, 2-day return time frame. Use of this return reason code does not require a WSUD.

Also, an RDFI is permitted to use R17 to return an improper Reversal that it identifies on its own (i.e., not based on a customer contact) within the 2-day return time frame

The RDFI should not return a properly initiated Reversal. The 2021 Rule change expands the permissible reasons for a Reversal to include a “wrong date” error for either:

- The Reversal of a debit Entry is for a date earlier than intended by the Originator
- A Credit Entry is for a date later than intended by the Originator

The Source Document Used for the Entry was not an Eligible Source Document (ARC, BOC, or POP)

If the source document used by the Originator for the transaction is not eligible, this is the claim to mark on the WSUD form. In addition to being ineligible, the claim includes notice was not provided to the Receiver and the amount of the Entry was not accurately obtained from the source document. **The return reason code to use is R11 – Customer Advises Entry Not in Accordance with the Terms of the Authorization.**

See “*The Source Document Signature is not Authentic or Authorized*” (page 4) for a Check description.

Both Electronic and Source Document have been Presented for Payment (ARC, BOC, or POP)

If two transactions post to the Receiver’s account and the transactions are identical except that one is an ARC, BOC, or POP Entry (an electronic funds transfer) and the other is a Check, this is the claim the Receiver should make. **The return reason code to use is R37 – Source Document Presented for Payment.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

If the two transactions are both Check transactions and the Check return time frame has passed, one of the items should be adjusted using the appropriate claim type. If both items are Entries, one of the ACH Entries should be returned as unauthorized. The Receiver only authorized one debit.

The Item to which the Re-Presented Check (RCK) Entry Relates is Ineligible or the RCK Entry is Improper for one of the Following Reasons:

- **The required notice stating the Originator’s Re-Presented Check Entry policy was not provided by the Originator listed above:**

If no authorization notice was conspicuously included on the Receiver’s invoice or statement or if no notice was clearly posted at the place the Check was used as payment, this is the claim to use. **The return reason code to use is R51 – Item Related to RCK Entry is Ineligible or RCK Entry is Improper.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

The *Nacha Operating Rules* require a conspicuous notice to be provided to the Receiver in advance of the Originator receiving the Item (or the Check) to which the RCK Entry relates. Uniform Commercial Code defines conspicuous to mean a term so written, displayed, or presented that a reasonable person against which it is to operate ought to have noticed it.

Whether a term is "conspicuous" or not is a decision for the court. Conspicuous terms include the following: (A) a heading in capitals equal to or greater in size than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same or lesser size; and (B) language in the body of a record or display in larger type than the surrounding text, or in contrasting type, font, or color to the surrounding text of the same size, or set off from surrounding text of the same size by symbols or other marks that call attention to the language.

Additionally, the language of this notice must include clear and readily understandable terms for initiating RCK Entries. If this requirement is not met, the item may not be converted into an ACH transaction.

- **The check is ineligible:**

If the Check to which the RCK Entry relates does not meet the eligibility requirements, the Receiver may make this claim. **The return reason code to use is R51 – Item Related to RCK Entry is Ineligible or RCK Entry is Improper.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code

The item, or Check, to which the RCK Entry relates must meet all the following characteristics. For purposes of an RCK Entry, the item must:

- (a) Be an item within the meaning of Revised Article 4 of the Uniform Commercial Code.

- (b) Be a negotiable demand draft drawn on or payable through or at a Participating DFI, other than a Federal Reserve Bank or Federal Home Loan Bank.
- (c) Contain a pre-printed serial number.
- (d) Be in an amount less than \$2,500.
- (e) Indicate on the face of the Check or substitute Check that the item was returned due to “Not Sufficient Funds,” “NSF,” “Uncollected Funds,” or comparable language.
- (f) Be dated 180 days (six months) or less from the date the RCK Entry is transmitted to the Receiver’s financial institution.
- (g) Be drawn on a Consumer Account.
- (h) Have been previously presented:
 - (i) No more than two times through the Check collection system (as a Check, substitute Check, or image), if the Entry is an initial RCK Entry.
 - (ii) No more than one time through the Check collection system (as a Check, substitute Check, or image) and no more than one time as an RCK Entry, if the Entry is reinitiated.

The following are examples of items that are ineligible for conversion to an RCK Entry:

- (a) Money orders.
- (b) Items payable in a medium other than United States currency.
- (c) Items payable to a person other than the Originator.
- (d) Drafts that do not contain the signature of the Receiver, including remotely created checks, as defined by Regulation CC.

The prohibition of converting a Check drawn on a Non-Consumer Account means the Originator should not initiate an RCK Entry for any item that bears the name of a business or a DBA in the name of the payer.

- **All signatures on the Check are not authentic or authorized, or the Check has been altered:**
If the item to which the RCK Entry relates was forged or is otherwise altered, this is the claim to mark on the WSUD form. **The return reason code to use is R51 – Item Related to RCK Entry is Ineligible or RCK Entry is Improper.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

Examples of altered item includes a Check on which the name of the payee was changed without the Drawer’s authorization or/and a Check for which the amount was changed without the approval of the Drawer.

- **The amount of the Entry was not accurately obtained from the item:**
When the Originator initiates an RCK Entry in a dollar amount different than that for which the item to which the RCK Entry relates was made out or written, this claim should be chosen on the WSUD form. **The return reason code to use is R51 – Item Related to RCK Entry is Ineligible or RCK Entry is Improper.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

The Originator may only present the RCK Entry for the amount for which the underlying Item was written. Any additional charge, for Return Fee for example, must be Transmitted as a separate Entry.

The Item and the Re-Presented Check (RCK) Entry have Both been Presented for Payment

If two transactions post to the Receiver's account and the transactions are identical except that one is an RCK Entry and the other is a Check, this is the claim the Receiver should make. **The return reason code to use is R53 – Item and RCK Entry Presented for Payment.** This claim is not a requirement of the *Nacha Operating Rules*. The *Nacha Operating Rules* only require a reason for the Return that can make use of a valid return reason code.

If the two transactions are both Check transactions and the Check return time frame has passed, one of the Items should be adjusted using the appropriate claim type. If both items are Entries, one of the Entries should be returned as unauthorized. The Receiver only authorized one debit.

Signature

Date of Customer/Member Signature

The WSUD form *must* be dated on or after the Settlement Date of the debit Entry or Entries listed on the WSUD form. This field is a requirement of the *Nacha Operating Rules*. Also, the WSUD form must be dated prior to the RDFI Transmits the Extended Return using one of the return reason codes in Section 1 of this document.

Settlement Date is not the same as Effective Entry Date. Settlement Date is the date the exchange of funds with respect to the debit Entry is reflected on the books of the applicable Federal Reserve Bank account of the RDFI – the inter-bank settlement. The *Nacha Operating Rules* require this information for each debit Entry for which recredit is asked.

Customer/Member Signature

The WSUD form must be signed by the Receiver or authorized party of the account to which the debit Entry or Entries listed on the WSUD form are posted. This field is a requirement of the *Nacha Operating Rules*. The Written Statement of Unauthorized Debit must be signed or similarly authenticated by the Receiver. A Record that is required by the *Nacha Operating Rules* to be signed or similarly authenticated may be signed with an Electronic Signature in conformity with the terms of the Electronic Signatures in Global and National Commerce Act (15 U.S.C. § 7001, et seq.), including the provisions that reference state versions of the Uniform Electronic Transactions Act, and in a manner that evidences the identity of the person who signed and that person's assent to the terms of the Record.

By signing the WSUD form, the signer makes two assertions.

- 1) The signer declares that the information on the Written Statement of Unauthorized Debit is true and correct.
- 2) The Receiver affirms that the Receiver is an authorized signer or has corporate authority to act on the account to which the debit or debits listed on the WSUD form posted.

This language is preprinted on the Written Statement of Unauthorized Debit form. The RDFI is encouraged to call attention to the claims made by the signer when signing the document.

Customer/Member Printed Name

This field is for printing the name of the person signing the form. It should be the same name as the Customer/Member Signature but in printed form. This field is not a requirement of the *Nacha Operating Rules*. This is to allow an easier read for those referencing the WSUD form as some signatures are difficult to interpret.

Date of Financial Institution Representative Signature

The date field may be completed by the representative of the financial institution accepting the WSUD form. This field is not a requirement of the *Nacha Operating Rules*. It is for RDFI internal purposes only.

Financial Institution Representative Signature

The financial institution may require the customer service representative to sign the WSUD form. This field is not a requirement of the *Nacha Operating Rules*. It is for RDFI internal purposes only. It may be useful to record the name of the financial institution representative who spoke with the Receiver.

Financial Institution Printed Name

If the financial institution requires a signature of its representative, it may be wise to ask for the printed name as well. Some signatures are difficult to interpret.