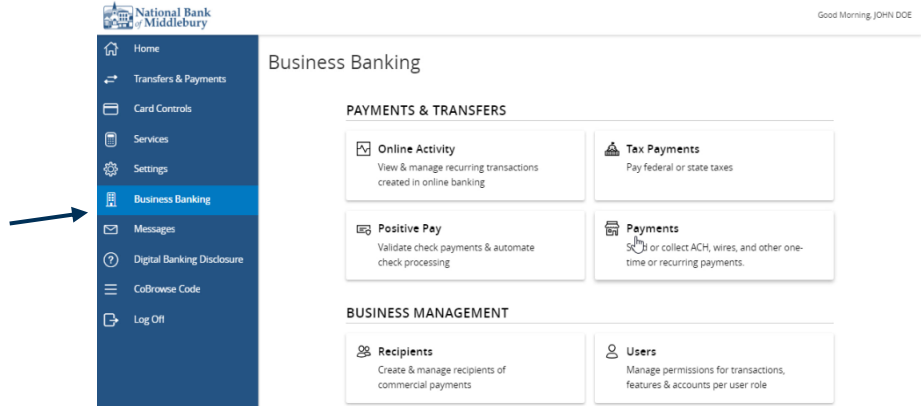
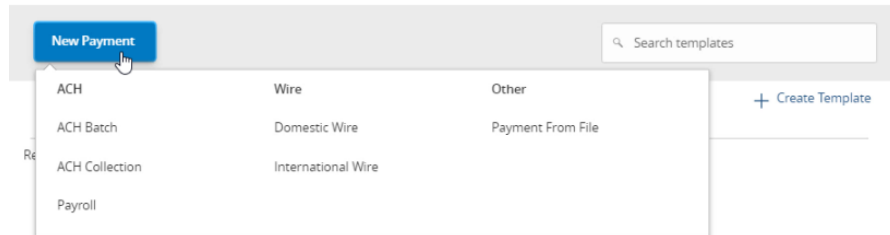


1. Select the 'Business Banking' menu and then 'Payments'.



2. Select the desired transaction type within the 'New Payment' drop down menu.
Note: You will want to select the opposite transaction type for the transaction you need to reverse. (Ex. You processed a collection and need to reverse it you should select ACH Batch)

Payments



3. Select the desired SEC Code.
4. Select the 'From Subsidiary'.
5. Select the offset 'Account'.
6. Select the 'Effective Date'.
7. Search for the Recipient you need to reverse the transaction for.

Origination Details

SEC Code ⓘ -----Select a SEC Code-----	To Subsidiary JOHN DOE *****4444	Account SMALL BUSINESS ADVANTAGE E *****4444 \$2.00
Effective Date [Calendar icon]	Recurrence None	

Questions? We're here to help.
Customer Service: 877.508.8455





National Bank
of Middlebury

Reversing ACH Transaction

8. Enter the amount you need to reverse.
9. Select the three dots to the right of the amount and select 'Expand Row'.
10. At "Addendum" enter "Reversal for transaction dated MM/DD/YY".
11. Select 'Approve'

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00
<input type="text" value="Search by name or account."/>	\$ 0.00
+ Add another recipient	

Addendum (optional)

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