Request reversal increase amount authorization

The following steps will allow you to submit a request to Forte, to increase the reversal amount authorization. Example – A customer wants to reverse the payments for 10 accounts that total $5,000. The Forte account is only authorized to reverse $1,000.

An ACH payment increase form is needed to increase the reversal amounts.

The form will have to be signed by an executive leader in the company.

https://hardwareorderform.formstack.com/forms/ach_increase_request

OUR RECEIPT OF THIS REQUEST DOES NOT GUARANTEE REVERSAL. ALL TRANSACTIONS MUST BE EITHER IN A FUNDED OR SETTLED STATUS TO BE REVERSED.

COMPANY INFORMATION

Merchant name

Phone

Merchant / Location ID

Email

PLEASE LIST THE TRANSACTION DETAILS BELOW:

COMPLETE THIS SECTION IF YOU ARE REQUESTING ALL TRANSACTIONS ON A SPECIFIC DAY

PLEASE ATTACH A REPORT THAT PROVIDES THE FOLLOWING TRANSACTION DETAILS: TRANSACTION ID, DATE OF TRANSACTION, STATUS, CUSTOMER NAME AND/OR COMPANY NAME, AMOUNT, TRANSACTION TYPE, PAYMENT METHOD (CC/ACH), ROUTING NUMBER (IF APPLICABLE) AND LAST 4 OF PAYMENT METHOD.

[Choose File] [Remove File] No File Chosen

This information can be downloaded into an excel spreadsheet via Dex within the Transactions Tab.
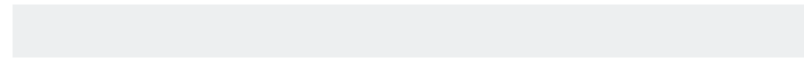
Signature

_____

[clear]

Use your mouse or finger to draw your signature above

Date:

MMMM DD, YYYY 📅

Name:

First Name   Last Name

Title: