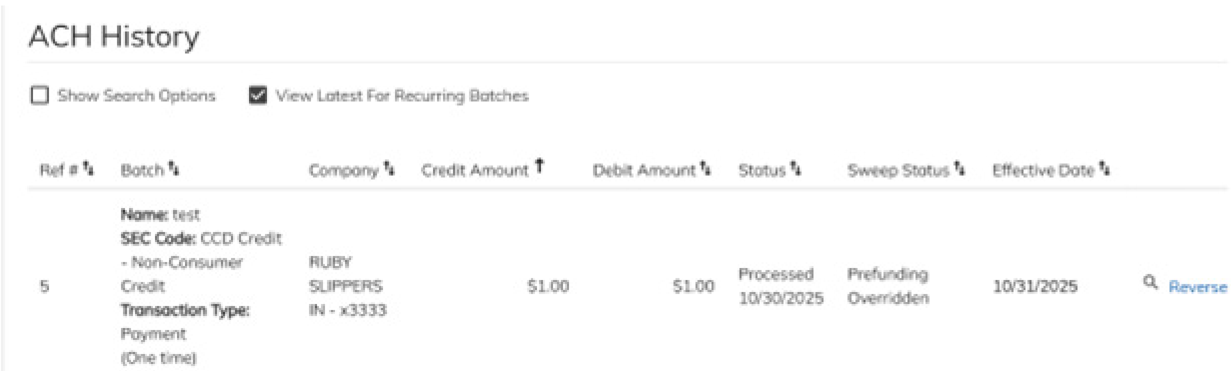
HOW TO REVERSE AN ACH

1. Log in to Digital Banking.

2. Go to “ACH” and “ACH Activity”.

3. Scroll down to ACH History.

4. Completed ACHs that are available to be reversed will show the “Reverse” hyperlink next to the Effective Date. Keep in mind that ACHs can only be reversed up to 5 business days from the original effective date.



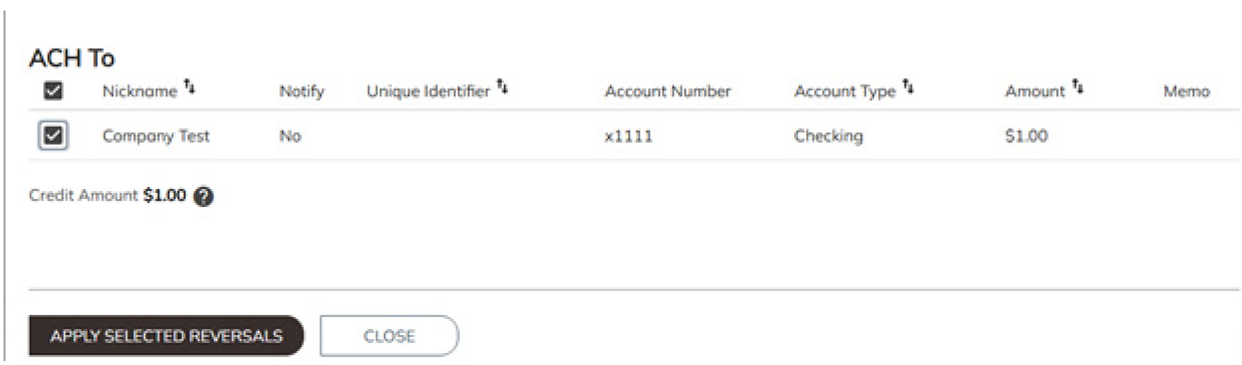
ACH History

Show Search Options   View Latest For Recurring Batches

Ref #	Batch	Company	Credit Amount	Debit Amount	Status	Sweep Status	Effective Date	
5	**Name:** test **SEC Code:** CCD Credit - Non-Consumer Credit **Transaction Type:** Payment (One time)	RUBY SLIPPERS IN - x3333	$1.00	$1.00	Processed 10/30/2025	Prefunding Overridden	10/31/2025	Reverse

5. Select the Reverse hyperlink next to the appropriate file.

6. The entire file will display. Choose the item(s) that need to be reversed and select “Apply Selected Reversals”.



ACH To

	Nickname	Notify	Unique Identifier	Account Number	Account Type	Amount	Memo
☑	Company Test	No		x1111	Checking	$1.00	

Credit Amount **$1.00**

APPLY SELECTED REVERSALS   CLOSE

7. The reversal will then display in the Pending ACH Batches area. Reversals do not require review even if dual control is enabled.

Questions? Please contact Bank First’s Treasury Management Support Team:

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