



## Appendix F

### South Australian Government

#### Request for Recall of an Individual Direct Entry Credit Transaction

**Send to:**

Direct Entry Operations  
Fax: (02) 9767 1113

**From (Agency Details):**

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Fax: \_\_\_\_\_

The recall facility is an **emergency process** that can be used to delete individual credit items in a file or an entire credit file once all other avenues have been exhausted eg adjustment to subsequent payments or settlement direct with the beneficiary.

**This fax must be received by Direct Entry Operations by 3.30pm Adelaide time the day before the processing date if the file is for GDES processing.**

Today's Date:	
GDES Transaction: (Tick one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
User Name	
Direct Entry User ID	
Bank Name and Branch of Beneficiary	
BSB and Account Number of Beneficiary	
Account Name of Beneficiary	
Transaction Code	
Amount of Item	
Processing Date in File	
File total	

.....  
Signed  
Authorised Person

.....  
Signed  
Authorised Person