



Appendix H

South Australian Government

Request for Recall of an Entire Direct Entry Credit File (PPS)

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 the entire direct entry credit portion of the PPS 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 File: (Tick one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
User Name	
Direct Entry User ID (not PPS ID)	
Processing Date in File	
File total	

.....
Signed
Authorised Person

.....
Signed
Authorised Person