

# How to Return Funds to ASAP

## How does a recipient return funds to ASAP?

The recipient may:

Option 1: Enter an ACH return in ASAP within 32 days of original payment if ACH Debits are allowed against the recipient's bank account; or

Option 2: Have their financial institution return the payment to ASAP via ACH within 2 banking days from the settlement date of the original payment; or

Option 3: Have their financial institution use Fedwire to return the full amount or a partial amount. NOTE: Any funds returned to an ASAP account cannot exceed the Cumulative Authorized Amount for that account.

Option 4: Return funds to the FWS by paper check. This process should be used as a last resort if other options are not possible. The recipient will need to contact their FWS program staff for more information regarding this option.

For instructions on returning funds to ASAP, the recipient can review [Treasury's Making Adjustment and Returning Funds to ASAP](#). NOTE: FWS does not allow Book Entry Adjustments.

For additional return payment information, the FWS Program staff can refer to the [FBMS Technical Bulletin Vendor/Grant Credit Memos \(AP-03: Vendor and Financial Assistance Credit Memos\)](#) and the [JAO Payments and Collections](#) site.

If the information above did not address your concerns, please email the Systems Branch at [fwhqfas@fws.gov](mailto:fwhqfas@fws.gov) with the following information:

Recipient Name:  
Person to Contact:  
Phone Number:  
ASAP Recipient ID:  
FBMS Award Numbers (ask their Service Project Officer for this information):  
Description of Error Message: Please be very specific. Provide a screen shot if possible.