

# Credit Card, Debit Card, or MOP Payment Denials-3525

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## Introduction

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- It can take a **month or more** for a payment denial to show on the **ledger** (*MOP Denial* displays on the ledger)
  - It depends on when the bank responds to the payment attempt
- To determine the reason, see [Determine the Status/Method of a Customer's Payment](#)
- Although the account may not show a past due balance, it can still be in jeopardy of a non-pay disconnect due to a **payment denial**
- When a payment is denied, the statement says **Payment Declined**
- You may also view **Collections Comments** for information regarding MOP denials

### Business Rules:

- If a customer states their payment was denied, access the account and verify the

denied payment

- Process another payment
- When a **direct debit** payment is returned for insufficient funds, a fee is applied. (AR comments show reason **R01**)
  - **Auto Return Check Charge** and the dollar amount display on the account, which indicates the payment **did not clear** the first time it was presented

## Resolution Steps

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1. When a customer says their account had sufficient funds, advise them to fax the letter from the bank to us at **570-270-1498**
  - The letter must be on **bank letterhead**, contain the **customer's account number**, and must be **signed** by a bank representative
2. Click **Create Work Order or Technical Case**
  - Fill out the information as described below and click **Submit**

**Record Type**

Non Technical

**Reason**

Financial, Payments & F

<b>Reason Detail</b>	Payment Issue / Inquiry
<b>Case Reason</b>	Payment Issue / Inquiry
<b>Destination Queue</b>	Payment Processing
<b>Notes</b>	Any pertinent information

1. Let the customer know **Payment Processing** will research the issue

2. Payment Processing completes the Case in 2 business days:

- For escalated issues, contact a resource to escalate the account information to Back Office Financial services
- Payment Processing contacts the customer, if necessary
- Collections comments are updated with pertinent information
  - For credit card chargebacks, see [Returned Checks, Payment Denials and Chargebacks](#)

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