Guide to Delete ACH Template

The delete service allows users to delete ACH templates.

**Required Permissions**

Before you can delete ACH templates, you must have a role with delete template permissions.

**Important:** Deletion is not applied to templates pending authorization, authorized templates, or future-dated templates. If you wish to delete a future-dated template, click the scheduled ACH tab and cancel the request.

1. Within the “**Business ACH**” widget, select the template you wish to delete.
2. Click the "Details" tab.

3. Click the "Delete template" icon.
4 Click "Delete Template" or click "Cancel" to close the window.

5 A confirmation message is displayed indicating the template has been successfully deleted.

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