# Fixing Transfer Mistakes

How to fix these common mistakes:

In this article

- wrong name (#request-wrong-name)

- wrong church (#request-wrong-church)

- wrong date (#request-wrong-date)

Wrong name

If the name is incorrect on a transfer request that you created, the easiest solution is to **withdraw** the request and re-enter it with the correct name. If you see the "No matching members found" message (see #1 in the example below) when you try to "grant" a transfer request, often the name has been mistyped or is entered differently in eAdventist (see #2 below). You can **adjust** the "Search last name" and "Search first name" fields (see #3 below) to find the correct member. Click the "Search" button to search for the matching member.
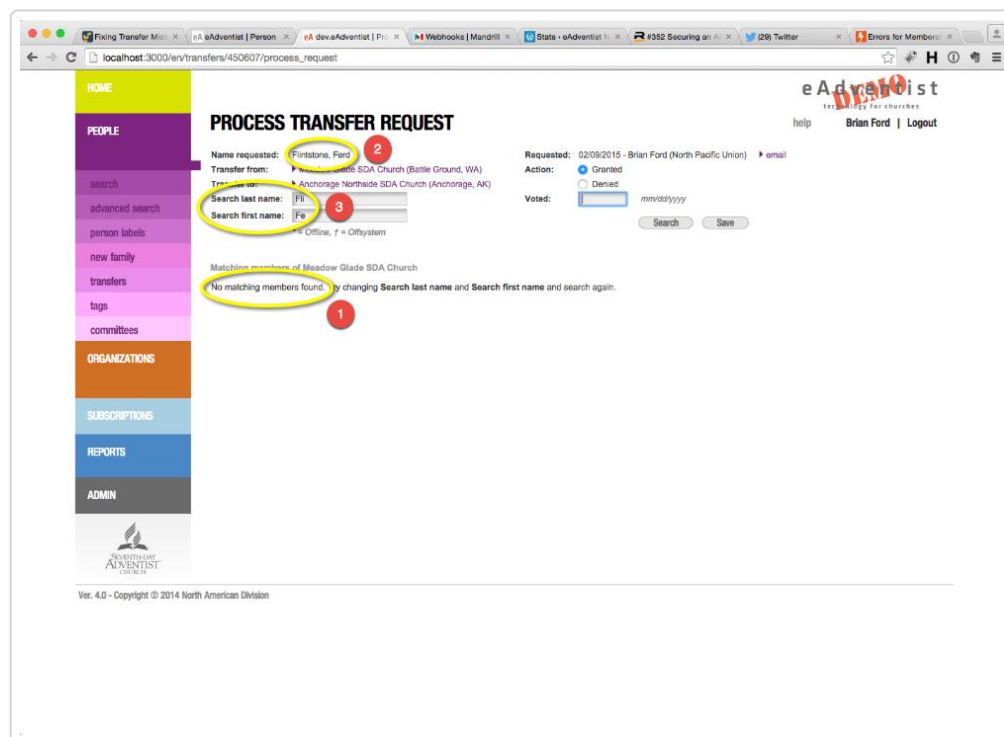
Wrong church

If the wrong church was selected when you created a transfer request, it is easiest to **withdraw** the request and create a new one with the correct church. The "Withdraw" button will be visible if you created the request.

If you receive a request for a member that does not belong to your church, click the "Email" link and send a message to let the requesting clerk know. The requesting clerk will be able to withdraw their request.

Wrong date

If you need to correct the vote date (e.g. granted, accepted) on a transfer, it's best to "undo" the vote and re-enter it with the correct date. To "undo" a **grant** vote (see #1 below), click the "undo" link (see #2 below). Now you can grant the transfer again.

To "undo" an **accept** vote, click on the member's name to see the member's record (the **Person** page), then click the "statistics" link. Find the completed transfer (see #1 below) and click the "undo" link next to it (see #2 below). This will move the member back to their previous church and allow you to accept the transfer again.

✉ *Still need help? Contact Us (#contactModal)*　　*Last updated on February 9, 2015*

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