ACH TEMPLATE INSTRUCTIONS

UNITED STATES DEPARTMENT _____1_____

ACH Credit Instructions

Please provide the following instructions to your Financial Institution for the remittance of Automated Clearing House (ACH) credits to the United States Department of _____2_____.

	NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
3	5	3	Company Name	*(enter the name of the payor)*
4	5	6	Standard Entry Class Code	**CCD**
5	5	9	Effective Entry Date	*(enter intended settlement date)*
6	6	2	Transaction Code*	**22**
7	6	3 & 4	Receiving DFI Identification (ABA routing #)	**051036706**
8	6	5	DFI Account Number	*(enter 12 digit agency account number)*
9	6	6	Amount	*(enter payment amount)*
10	6	8	Receiving Company Name	***US EPA – (Enter either PRIA or FIFRA plus company number)***

*ACH <u>debits</u> are not permitted to this ABA routing number. All debits received will be automatically returned.

11 *Questions regarding these instructions should be directed to _____ at (nnn) nnn-nnnn.*

1. At the title of the form enter the agency name to which the template will be used.

2. Enter the agency name again in the sentence beginning with "Please provide the following instructions…..".

3. For NACHA Record Type 5 Field 3 Company Name the remitter should include their name. This field identifies the payor.

4. For NACHA Record Type 5 Field 6 Standard Entry Class (SEC) code enter CCD. CCD stands for Corporate Credit or Debit entry and defines the type of ACH record Treasury expects to receive.

5. For NACHA Record Type 5 Field 9 Effective Date enter the date the agency expects to receive the funds. This is the agency "due date" for the ACH collection.

6. For NACHA Record Type 6 Field 2 Transaction Code enter the value of "22". Transaction code 22 represents the type of account the ACH will be credited to in the Credit Gateway. Code 22 represents a Demand Credit or more commonly known as a checking account. For the sending bank the first 8 digits go in Field 3 and the last digit goes in Field 4.

7. For NACHA Record Type 6 Fields 3 & 4 Receiving DFI Identification (ABA routing 3) enter the ABA routing number of the Treasury Credit Gateway. This value is always 051036706. For the sending bank the first 8 digits go in Field 3 and the last digit goes in Field 4.

8. For NACHA Record Type 6 Field 5 DFI (Depository Financial Institution) Account Number enter the agency's 12 digit Credit Gateway account number. **IMPORTANT:** Anything other than a valid 12 digit account number will cause the ACH credit to be rejected and returned to the sending bank. (Exception: Old 6 digit legacy accounts created prior to Sept. 13, 2010 will be processed and not rejected.)

9. For NACHA Record Type 6 Field 6 Amount enter the dollar amount due the agency.

10. For NACHA Record Type 6 Field 8 Receiving Company Name agencies should request their customer include information in this field that will help them identify and reconcile the transaction. Examples of data requested from remitters include invoice numbers, loan numbers, project numbers, case numbers, or any other identifier the agency may need. This field is limited to 22 characters so identifying information should be limited to this field length.

11. Agencies should include a contact in the organization on the ACH template. This will aid customers if they have questions about the information the agency is requesting from them.