Guide to

Federal Financial EDI Payments

Electronic
Funds
Transfer
99

Department of the Treasury
Financial Management Service *fms*

Table of Contents

Electronic Funds Transfer 99

Introduction

On April 26, 1996, the President signed into law the Debt Collection Improvement Act of 1996, which has a major impact on the way the Federal Government makes its payments and collects its debts. The act requires that all new Federal payments after July 26, 1996, shall be made by electronic funds transfer (EFT). This includes new employee, vendor, or beneficiary payments. Federal agencies must grant waivers for this mandate to recipients who certify in writing that they do not have an account with a financial institution or authorized payment agent. By January 1, 1999, all Federal payments shall be made by EFT, except for tax refunds and waivers granted by the Secretary of the Treasury. The Department of the Treasury refers to this effort as EFT 99.

In addition to the above, the legislation further enhances the President's October 1993 directive to Federal officials to streamline procurement throughout the Government by implementing the Federal Electronic Commerce (EC) system.

This booklet is intended to assist vendors, Federal agencies, and financial institutions with corporate electronic payments and related remittance information through the Automated Clearing House (ACH) network. The remittance information identifies the electronic payment by invoice, purchase order, or any other identifiers the recipient requires. The Federal Government refers to these payments by various terms, such as "Financial Electronic Data Interchange (FEDI)," "Corporate ACH," or "Vendor Express." For purposes of this document, we will use the term "FEDI."

What Is Financial EDI?

F inancial EDI refers to the electronic transfer of funds and related information (addendum record), including invoice numbers. The Federal Government uses FEDI for payments it makes to businesses, which provide goods and services to Federal agencies, and other payment recipients, such as State/local governments and educational institutions.

The Federal Government currently uses the two National Automated Clearing House Association (NACHA) corporate payment formats. NACHA is the trade association that sets automated payment standards that govern the ACH system for financial institutions nationwide. These formats are:

CCD+ (Cash Concentration or Disbursement Plus Addendum) is a FEDI format with one 80-character addendum record. CCD+ is used for single invoice payments.

CTX (Corporate Trade Exchange) is a FEDI payment format with multiple 80-character addenda records that provide the following benefits to agencies and vendors:

- It allows an agency to consolidate multiple invoices due on the same day to a vendor into one payment, rather than making an individual payment for each invoice.

- It allows the consolidated payment and the remittance information about each individual invoice to flow together through the existing ACH network.

- It structures the remittance information according to electronic data interchange (EDI) standards, which facilitates the vendor's ability to process the information directly into its accounting system.

Electronic
Funds
Transfer
99

How This Affects and Benefits You

Vendor:

As a vendor to the Federal Government, you must supply the agency that is paying you with the necessary financial institution information, so that funds can be directed to your account.

Remittance information will accompany the payment and be available to you from your financial institution. You must work with your financial institution to determine:

- How you will receive this information (electronically, fax, mail, etc.)

- When you will receive this information

- What you will receive (a printed report, the ACH transaction, an electronic file, what data elements are required to automatically update your accounts receivable, etc.).

The benefits of receiving your payments electronically are:

- No deposit delays

- Prompt availability of funds

- Better cash management

- Payment and information flowing together, allowing for automatic updating of accounts receivable

- No lost or stolen checks

- Fully traceable payments

- Decrease in fraud.

Federal Agency:

As a Federal agency, you must convert all of your payments to EFT by January 1, 1999. You must work with your vendors to ensure that you obtain the necessary financial institution information to make the payment by ACH. It is recommended that you provide them the appropriate payment information needed to identify their payment. This entails working with your vendors to identify:

- The specific information (data elements) that they need to identify the purpose of the payment. This may be the invoice number, purchase order number, contract number, or other specific accounting information.

The benefits of making your payments electronically are:

- Complies with the Debt Collection Improvement Act of 1996

- Cuts operating costs by reducing manual payment processing

- Eliminates postage fees for mailing checks

- Streamlines financial operations

- Helps meet President's directives to increase use of electronic commerce

- Decreases fraud.

Financial Institution:

As a financial institution, you will see your ACH volumes increase as a result of EFT 99. You should work with your corporate customers to ensure that you provide them with the remittance information per their requirements. To do this, you need to be able to process the addenda records and pass that information to your corporate customers in a timely manner. You must work with your corporate customers to determine:

- How you will pass this information

- When you will pass this information

- What specific information will be provided,

- What costs, if any, your corporate customer is willing to pay.

The benefits of receiving these payments electronically are:

- Reduces manual operations associated with check processing

- Streamlines deposit processing

- Meets customer needs

- Expands corporate services offered to your customers

- Decreases fraud.
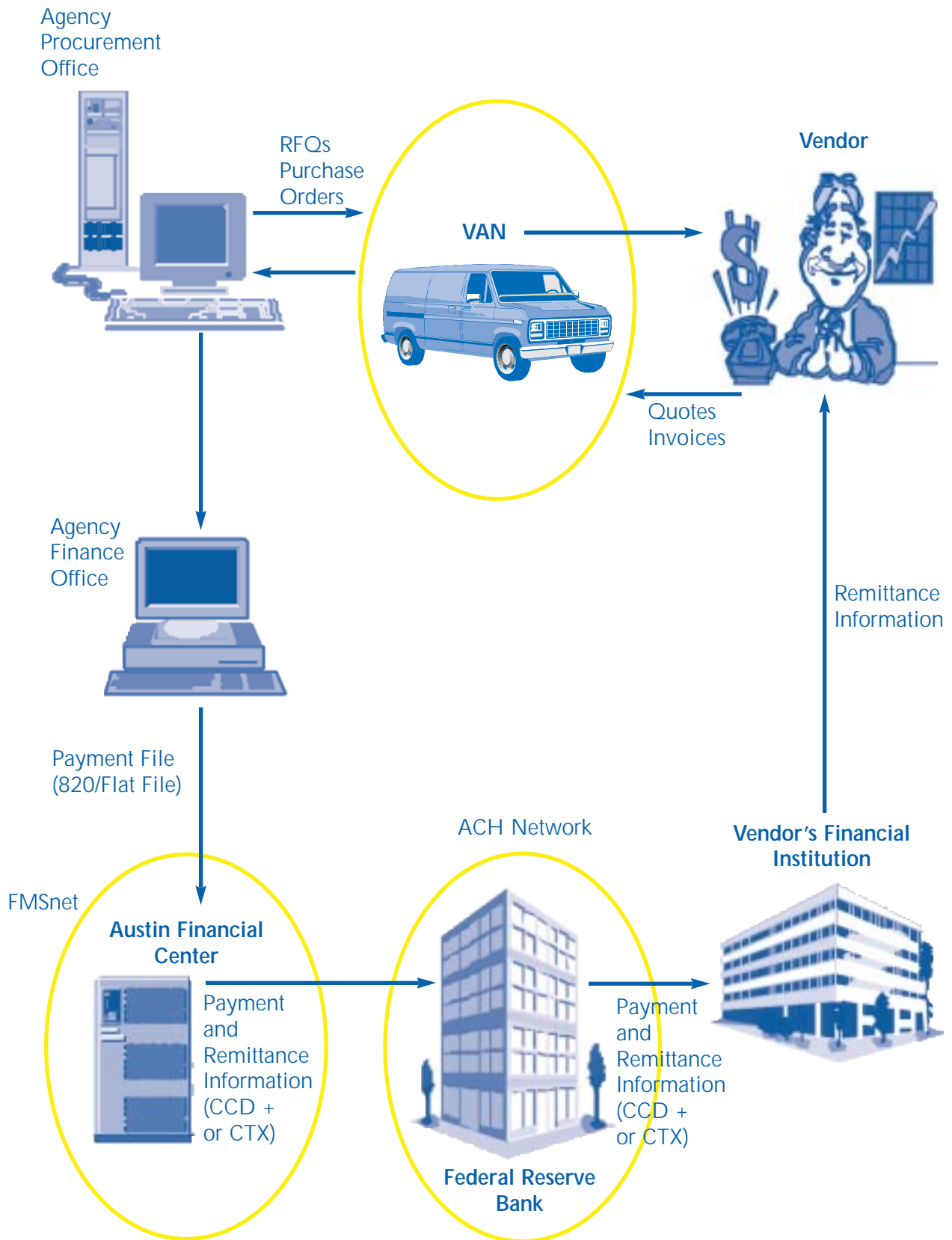
How the Federal Government Issues Payments

While the Department of the Treasury's Financial Management Service issues the majority of the Federal Government's payments from its Regional Financial Centers (RFCs), non-Treasury-disbursed agencies issue their payments from Non-Treasury Disbursing Offices (NTDOs). The following information explains how the Government's payment process works:

- Federal agency procures goods/services from a vendor.

- Vendor provides goods/services to a Federal agency and submits a bill/invoice requesting payment.

- Federal agency certifies payment to the vendor by submitting a payment request file with payment information (i.e., addendum) to the agency's servicing RFC or, if a non-Treasury-disbursed agency, to the appropriate NTDO.

- RFC or NTDO processes the Federal agency payment request file and transmits the payment and the addendum information (using either CCD+ or CTX format) to the Federal Reserve bank.

- Federal Reserve passes the payment file and addendum information through the ACH network to the vendor's financial institution.

- Financial institution credits the payment to the vendor's account on payment due date, notifies the vendor of the transaction, and provides the addendum information to the vendor in a manner previously agreed upon.

- Vendor posts its accounts receivable from the payment and addendum information received from the financial institution.

Electronic
Funds
Transfer
99

Electronic Commerce Business Cycle

Agency
Procurement
Office

RFQs
Purchase
Orders

Vendor

VAN

Quotes
Invoices

Agency
Finance
Office

Remittance
Information

Payment File
(820/Flat File)

ACH Network

Vendor's Financial
Institution

FMSnet

Austin Financial
Center

Payment
and
Remittance
Information
(CCD +
or CTX)

Payment
and
Remittance
Information
(CCD +
or CTX)

Federal Reserve
Bank

Vendor Enrollment

T he ACH Vendor/Miscellaneous Payment Enrollment Form (SF 3881) is an optional three-part form that agencies may use to enroll their vendors in the FEDI program. It contains the financial institution information necessary to route an ACH payment to the recipient's account and is available via:

- FMS' home page on the Internet. The URL address is:

  http://www.fms.treas.gov

- The FMS Fax-on-Call system: (202) 874-8616. For more information on this option, you may dial (202) 874-6808.

- Regional GSA Customer Supply Centers. The form is identified by its national stock number: 7540-01-274-9925. A package of 100 forms costs $3.96.

Agencies will stock the form and supply it free of charge to the vendors to initiate the enrollment process.

- Photocopies of the SF 3881 *(page 19)* may be made, but make sure they are reproduced in triplicate, so each party will receive a copy of the completed form.

- The SF 3881 forms with the 06/30/93 expiration date may continue to be used until supplies are exhausted.

Electronic Funds Transfer 99

ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM

OMB No. 1510-0056
Expiration Date 06/30/93

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93–579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY:
Federal Agency Name

AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT:
FAGN	**0000-9999**	☒CCD+ ☐CTX ☐CTP

ADDRESS:
8888 Line Street

Map, AL   32222

CONTACT PERSON NAME:	TELEPHONE NUMBER:
Mary Jones	(**383**) **333-8888**

ADDITIONAL INFORMATION:

PAYEE/COMPANY INFORMATION

NAME:	SSN NO. OR TAXPAYER ID NO.
ABC Company, Inc.	**666666666-6**

ADDRESS:
999 Lake Street

Ton, Fl.   22222

CONTACT PERSON NAME:	TELEPHONE NUMBER:
John Smith	(**393**) **444-6666**

FINANCIAL INSTITUTION INFORMATION

NAME:
XYZ National Bank

ADDRESS:
2232 Main Street

Ton, Fl.   22222

ACH COORDINATOR NAME:	TELEPHONE NUMBER:
Ken Johnson	(**393**) **344-5555**

NINE-DIGIT ROUTING TRANSIT NUMBER:
7   7   7   4   4   4   7   7   7

DEPOSITOR ACCOUNT TITLE:
ABC Company, Inc.

DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
555000441	

TYPE OF ACCOUNT:
☒ CHECKING   ☐ SAVINGS   ☐ LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: *(Could be the same as ACH Coordinator)*	TELEPHONE NUMBER:
	(**393**) **344-5555**

NSN 7540-01-274-9925

SF 3881 (Rev. 12/90)
Prescribed by Department of the Treasury
31 U S C 3322; 31 CFR 210

Dear Vendor:

Recent legislation signed by the President requires Federal agencies to pay recipients by electronic funds transfer. Therefore, the [agency name] is changing the way it pays vendors. Beginning [date], we will pay companies such as yours by FEDI through the Automated Clearing House (ACH) network. Instead of receiving checks, your company will have its payments directly deposited into its checking or savings account on the payment due date.

Receiving your payments electronically offers an immediate cash-flow bene-fit. ***Your company will have prompt*** availability of funds on the payment due date. There is no waiting for checks to arrive — deposit delays and lost, stolen, or misplaced checks are eliminated.

To assist your company in identifying its Federal payments, we will include ***addendum information*** with each payment sent to your bank. This addendum information contains accounting or payment information [e.g., invoice number, discount terms]. You and your financial institution (FI) should agree ***how*** and ***when*** the addendum information will be provided to your company. We will use the (insert format, e.g., CCD+ or CTX) ACH payment format to transmit your payments and addenda records to your FI.

Along with this letter, we are including an information booklet on vendor pay-ments for both you and your FI. To ensure your FI fully understands the pro-gram, we ask that you give a copy of this booklet to your account representative or other appropriate FI official who can assist you with receiving ACH payments.

Also enclosed is an SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form [or agency's optional enrollment form], for use in enrolling in the program. We have filled in the Agency Information section of the form. Please complete the Payee/Company Information section of the form and have your FI complete the Financial Institution Information section. Return only the original completed form to this agency [address]. A completed sample form is included in the enclosed booklet.

We trust your company will find FEDI a prompt, effective, and reliable method for receiving payments. We look forward to your participation in the FEDI program. If you have any questions concerning this change, please do not hesitate to contact me on [telephone number].

Sincerely,

[Agency contact name and address]
Enclosure

Dear Vendor:

The [agency name] welcomes your company's participation in the FEDI program. We will begin making payments to your company by electronic funds transfer directly to your company's financial institution account. The payments will be sent to your financial institution via the Automated Clearing House (ACH) network beginning [date] in the [insert format, e.g., CCD+ or CTX] payment format.

The following information will be sent to your bank:

Payment: date and amount

Agency identifier for this agency: (e.g., NASA)

Treasury/FMS Regional Financial Center that generates our payments:
(e.g., US TREAS 303 for Treasury's Philadelphia Regional Financial Center)

Addendum information (as appropriate):
(e.g., invoice/contract number, discount terms, adjustments, interest penalty notice, additional reference information, etc.)

Addendum (payment information) from this agency will be structured as follows:
(e.g., RMR*IV*01234)

If this format does not contain the payment information you need, immediately contact [name and telephone number]. In addition, please ensure that the manner in which your bank provides addendum information to you meets your needs. It is important that this information is accurate in order to facilitate your ability to reconcile your payments.

The goods and/or services that your company provides to this agency are appreciated. We believe FEDI is a more reliable method for sending your payments.

If you have any questions, do not hesitate to contact [name and telephone number].

Sincerely,
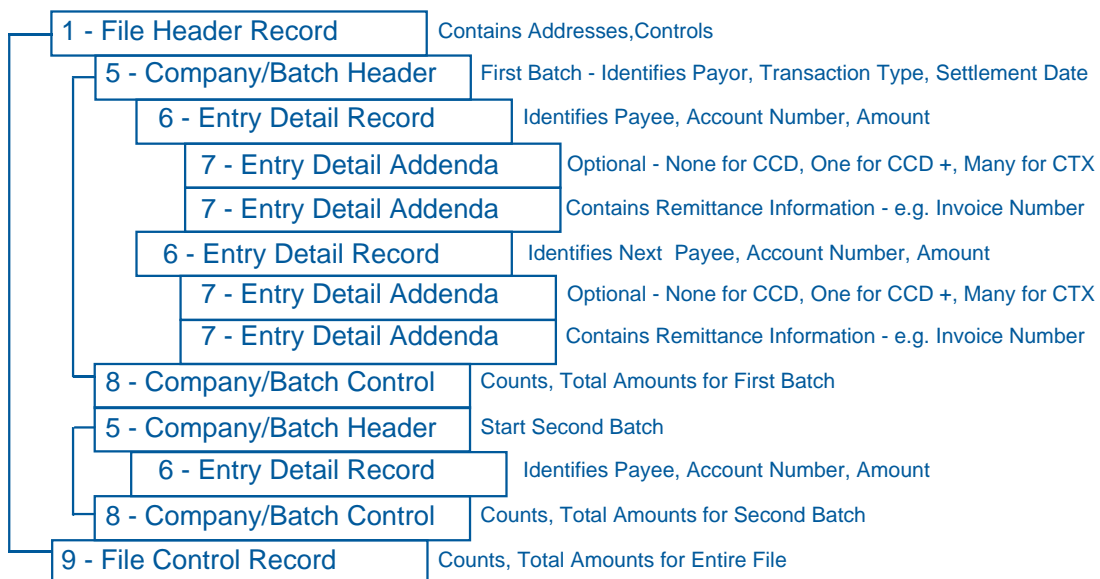
[Agency contact name and address]

Record Structure and Payment Formats

This section contains detailed layouts of the NACHA record structure for FEDI payment formats. These layouts provide examples of the ACH records that will arrive at the recipient's financial institution. The recipient's financial institution will post the payment to the recipient's account using the information in the Entry Detail Record ('6' Record). The financial institution will process the addenda information ('7' Record) per agreement with the recipient.

The NACHA Record Structure
All Fixed-Length 94 Character Records - Same Structure Used For All Corporate Payment Formats

1 - File Header Record — Contains Addresses,Controls

5 - Company/Batch Header — First Batch - Identifies Payor, Transaction Type, Settlement Date

6 - Entry Detail Record — Identifies Payee, Account Number, Amount

7 - Entry Detail Addenda — Optional - None for CCD, One for CCD +, Many for CTX

7 - Entry Detail Addenda — Contains Remittance Information - e.g. Invoice Number

6 - Entry Detail Record — Identifies Next Payee, Account Number, Amount

7 - Entry Detail Addenda — Optional - None for CCD, One for CCD +, Many for CTX

7 - Entry Detail Addenda — Contains Remittance Information - e.g. Invoice Number

8 - Company/Batch Control — Counts, Total Amounts for First Batch

5 - Company/Batch Header — Start Second Batch

6 - Entry Detail Record — Identifies Payee, Account Number, Amount

8 - Company/Batch Control — Counts, Total Amounts for Second Batch

9 - File Control Record — Counts, Total Amounts for Entire File

Individual payments are composed of a '6' record and if addendum information is present, one or more '7' records.

Electronic Funds Transfer 99

Financial EDI Payment Formats

CCD+ Example: *(Note: Data is for example purposes only)*

```
62201100000012345678          000008135087654321     SMITH & JONES CO.     1111036188001706
705RMR*IV*3268**813.50\                                                      00018001706
```

The above example is a CCD+ payment for $813.50 to the Smith & Jones Co. from an agency (indicated by its Agency Location Code in the '6' record) for invoice 3268. This is the ACH format received by the financial institution.

```
62201100000012345678          000008135087654321     SMITH & JONES CO.     1111036188001706
```

Field	Data Element Name	Field Inclusion Requirement	Contents	Length	Position
1	Record Type Code	M	'6'	1	01-01
2	Transaction Code	M	'22' indicates this is an automated deposit.	2	02-03
3	Receiving DFI Identification	M	'01100000' is the RTN of the Receiving Financial Institution.	8	04-11
4	Check Digit	M	'0' is the Check Digit for the RTN.	1	12-12
5	DFI Account Number	R	'12345678' is the account number for Smith & Jones Co. at the receiving FI.	17	13-29
6	Amount	M	'0000081350' is the amount of the payment, $813.50.	10	30-39
7	Identification Number	O	'87654321' is the Agency Location Code for the Federal agency making the payment, i.e.VA.	15	40-54
8	Receiving Company Name	R	'Smith & Jones Co.' is the name of the company being paid.	22	55-76
9	Discretionary Data	O	Blank	2	77-78
10	Addenda Record	M	'1' indicates the presence of one or more addenda records (only one for CCD+).	1	79-79
11	Trace Number	M	'111036188001706' is the ACH Trace Number.	15	80-94

Note: 'M' means Mandatory - the payment file will be rejected by the ACH network if it does not contain this field. 'O' means Optional. 'R' means Required - the payment MAY be rejected by the receiving Financial Institution if it does not contain this field.

```
705RMR*IV*3268**813.50\                                      00018001706
```

Field	Data Element Name	Field Inclusion Requirement	Contents	Length	Position
1	Record Type Code	M	'7'	1	01-01
2	Addenda Type Code	M	'05' is the Addenda Type Code for CCD+ and CTX payments.	2	02-03
3	Payment Related Information	O	'RMR*IV*3268**813.50\' is the remittance advice for the payment. This is a payment for $813.50 for Invoice 3268. The character '*' is a field separator and '\' is a segment terminator. This field can contain up to 80 characters of data and should be formatted according to X12 standards. Please refer to the following section for examples.	80	04-83
4	Addenda Sequence Number	M	'0001' is the Addenda Sequence Number. This field will always contain '0001' for CCD+ transactions.	4	84-87
5	Entry Detail Sequence Number	M	'8001706' is the Entry Detail Sequence Number, comprised of the last seven digits of the ACH Trace Number.	7	88-94

CCD+ Addendum Examples:

The above transaction is an example of a CCD+ payment to a vendor. The addendum record can also be used to convey other information such as payments with interest penalties:

```
705RMR*IV*12345678*AI*703.16\REF*RB*8.125%*3.16 is interest for 20 days\      00018001706
```

In this example, the invoice amount includes interest. The REF segment provides the rate, amount of interest, and the period for which interest was calculated. This information meets the requirements of the Prompt Pay Act. **Please note that in these CCD+ examples, the remittance information does not exceed the 80-character limit.**

Contract Payment:

```
705RMR*CT*7654321**813.50\                                     00018001706
```

Lockbox Payment:

```
705RMR*IV*12345678**813.50\REF*LB*269\                         00018001706
```

CTX Example: *(Note: Data is for example purposes only)*

```
6220110011000001234            000132296087654321         0011SMITH & JONES CO    1111036188000261
705ISA*00*0000000000*00*0000000000*ZZ*87654321TRS    *ZZ*US TREASURY    *961130*02100018000261
7050*U*00200*000000146*0*P*~\GS*RA*87654321TRS*US TREASURY*961130*0210*146*x*00304000028000261
705\ST*820*008000261\BPR*C*13229.6*C*ACH*CTX*01*111036183*22*87654321***01*0110011000038000261
7050*DA*0001234*961203*VEN\REF*72*H971129301\REF*55*00000044\N1*ZZ*E06474878*93*E0600048000261
705474878\N1*PR*VA\ENT*1\N1*15*ALBANY NY            VAMC\N3*113 HOLLAND AVENUE\00058000261
705N4*****BS*ALBANY, NY  12208\PER*IC*VENDR-INQUIRY*TE*( 518 ) 555 - 5555\N1*PE*SMI00068000261
705TH & JONES CO.\RMR*IV*325252**2174.6\REF*DD*PV500C7021301*ALBANY NY         VAMC00078000261
705\DTM*003*961030\ENT*2\N1*15*LITTLE ROCK AR        VAMC\N3*4300 W. 7TH STREET\00088000261
705N4*****BS*LITTLE ROCK, AR  72205\PER*IC*VENDR-INQUIRY*TE*( 501 ) 555 - 5555\N1*P00098000261
705E*SMITH & JONES CO.\RMR*IV*325238**11055\REF*DD*PV598C7512601*LITTLE ROCK AR    00108000261
705VAMC\DTM*003*961030\SE*25*008000261\GE*1*146\IEA*1*000000146\            00118000261
```

The above payment is a consolidated payment for $13,229.60 from the Department of Veterans Affairs (two different locations) to Smith & Jones Co. The addenda records reveal the payment is $2,174.60 for invoice 325252 and $11,055.00 for invoice 325238.

Where:

```
6220110011000001234            000132296087654321         0011SMITH & JONES CO    1111036188000261
```

Field	Data Element Name	Field Inclusion Requirement	Contents	Length	Position
1	Record Type Code	M	'6'	1	01-01
2	Transaction Code	M	'22' indicates this is an automated deposit.	2	02-03
3	Receiving DFI Identification	M	'01100110' is the RTN of the Receiving Financial Institution.	8	04-11
4	Check Digit	M	'0' is the Check Digit for the RTN.	1	12-12
5	DFI Account Number	R	'0001234' is the account number for Smith & Jones Co. at the receiving FI.	17	13-29
6	Total Amount	M	'0001322960' is the amount of the payment, $13,229.60.	10	30-39
7	Identification Number	O	'87654321' is the Agency Location Code for the Federal agency making the payment, i.e.VA.	15	40-54
8	Number of Addenda Records	M	'0011' is the number of addenda records included with this transaction.	4	55-58
9	Receiving Company Name/ID Number	R	'Smith & Jones Co' is the name of the company being paid.	16	59-74

Table continued from previous page

Field	Data Element Name	Field Inclusion Requirement	Contents	Length	Position
10	Reserved	N/A	Blank	2	75-76
11	Discretionary Data	O	Blank	2	77-78
12	Addenda Record Indicator	M	'1' indicates the presence of one or more addenda records.	1	79-79
13	Trace Number	M	'111036188000261'	15	80-94

Please note that the '6' record for a CTX payment is similar, but not exactly the same as a '6' record for a CCD+ payment.

```
705ISA*00*0000000000*00*0000000000*ZZ*87654321TRS   *ZZ*US TREASURY    *961130*02100018000261
7050*U*00200*000000146*0*P*~\GS*RA*87654321TRS*US TREASURY*961130*0210*146*X*00304000028000261
705\ST*820*008000261\BPR*C*13229.6*C*ACH*CTX*01*111036183*ZZ*87654321***01*0110011000038000261
7050*DA*0001234*961203*VEN\REF*72*M971129301\REF*55*00000044\N1*ZZ*E06474878*93*E0600048000261
705474878\N1*PR*VA\ENT*1\N1*15*ALBANY NY          VAMC\N3*113 HOLLAND AVENUE\00058000261
705N4*****BS*ALBANY, NY  12208\PER*IC*VENDR-INQUIRY*TE*( 518 ) 555 - 5555\N1*PE*SMI00068000261
705TH & JONES CO.\RMR*IV*325252**2174.6\REF*DD*PV500C7021301*ALBANY NY         VAMC00078000261
705\DTM*003*961030\ENT*2\N1*15*LITTLE ROCK AR          VAMC\N3*4300 W. 7TH STREET\00088000261
705N4*****BS*LITTLE ROCK, AR  72205\PER*IC*VENDR-INQUIRY*TE*( 501 ) 555 - 5555\N1*P00098000261
705E*SMITH & JONES CO.\RMR*IV*325238**11055\REF*DD*PV598C7512601*LITTLE ROCK AR      00108000261
705VAMC\DTM*003*961030\SE*25*008000261\GE*1*146\IEA*1*000000146\             00118000261
```

Field	Data Element Name	Field Inclusion Requirement	Contents	Length	Position
1	Record Type Code	M	'7'	1	01-01
2	Addenda Type Code	M	'05' is the Addenda Type Code for CCD+ and CTX payments.	2	02-03
3	Payment Related Information	O	This field would contain the first 80 characters of the X12 820. Each additional addenda record would carry 80 characters until the entire X12 820 is included in the addenda records.	80	04-83
4	Addenda Sequence Number	M	'0001' is the Addenda Sequence Number. This field increases incrementally with each '7' record.	4	84-87
5	Entry Detail Sequence Number	M	'8000261' is the Entry Detail Sequence Number, comprised of the last seven digits of the ACH Trace Number.	7	88-94

Other FEDI Applications

The CCD+ format can also be used to make other types of payments:

Child Support – The CCD+ format can be used to make child support payments from the Federal Government to either a State agency or child support enforcement entity. The addendum record would contain the following 10 fields:

- Segment Identifier

- Application Identifier

- Case Identifier

- Pay Date

- Payment Amount

- Non-Custodial Parent Social Security Number

- Medical Support Indicator

- Non-Custodial Parent Name

- FIPS Code

- Employment Termination Indicator

These fields would be formatted according to X12 standards and should not exceed 80 characters in length.

Example:

705DED*CS*ZC146*951024*13547*975348431*W*SMITH,HARR*A4738*Y\   00018001706

For more information on child support payments, refer to *EFT Child Support Guidelines,* published by the Financial Management Service, available from FMS' Payment Automation Branch on 202-874-6810 or 202-874-6945, or your servicing Customer Assistance Staff (CAS).

Electronic
Funds
Transfer
99

Tax Payments – The CCD+ format can also be used by Federal agencies to make State tax payments. The addendum record should be formatted according to X12 standards, not to exceed 80 characters in length, and contain the following fields:

- Segment Identifier

- Tax Identification Number (Taxpayer Identification)

- Tax Payment Type Code (Tax Type Code)

- Date (Tax Period End Date)

- Tax Information ID Number (Amount Type)

- Tax Amount

- Taxpayer Verification

Example:

```
705TXP*WO12345*01100*901115*T*14155516*****NFC\                    00018001706
```
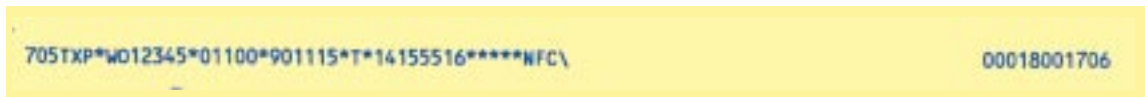
For more information on State tax payments, refer to *EFT State Tax Payments Guidelines,* published by FMS, available from FMS' Payment Automation Branch on 202-874-6810 or 202-874-6945, or your servicing CAS.

The National Automated Clearing House Association has publications dealing with various EFT products. For further information about such publications, contact Network Products Group on 703-742-9190 or FAX: 703-787-0996.

ASAP (Automated Standard Application for Payments) – This is an all-electronic payment and information system providing a single point of contact for recipient organizations of Federal domestic assistance monies. They may directly request and receive pre-authorized funds through the Department of the Treasury. These payments are made using the CTX format. For further information, contact the ASAP Project Team on 202-874-7115 or your servicing CAS.

FEDI Program Information Is Just a Phone Call Away

Key

★ Austin Financial Center
▲ Birmingham Financial Center
◆ Chicago Financial Center
■ Kansas City Financial Center
● Philadelphia Financial Center
◉ San Francisco Financial Center

Product Promotion Division
401 14th Street, SW, 3rd Floor
Washington, DC 20227
(202) 874-6540

★ **Austin Financial Center**
Customer Assistance Staff
1619 E. Woodward Street
Austin, TX 78741
(512) 342-7300
                and
EDI Program Office
(512) 342-7200

▲ **Birmingham Financial Center**
(205) 912-6400

◆ **Chicago Financial Center**
Customer Assistance Staff
536 S. Clark Street
Chicago, IL 60605
(312) 353-5622

■ **Kansas City Financial Center**
Customer Assistance Staff
4241 NE 34th Street
Kansas City, MO 64117
(816) 414-2100

● **Philadelphia Financial Center**
Customer Assistance Staff
13000 Townsend Road
Philadelphia, PA 19154
(215) 516-8016

◉ **San Francisco Financial Center**
Customer Assistance Staff
390 Main Street
San Francisco, CA 94105
(415) 744-7967

Electronic Funds Transfer 99

ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93–579).   All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY:

AGENCY IDENTIFIER:

AGENCY LOCATION CODE (ALC):

ACH FORMAT:
☐ CCD+   ☐ CTX   ☐ CTP

ADDRESS:

CONTACT PERSON NAME:

TELEPHONE NUMBER:
(   )

ADDITIONAL INFORMATION:

PAYEE/COMPANY INFORMATION

NAME:

SSN NO. OR TAXPAYER ID NO.

ADDRESS:

CONTACT PERSON NAME:

TELEPHONE NUMBER:
(   )

FINANCIAL INSTITUTION INFORMATION

NAME:

ADDRESS:

ACH COORDINATOR NAME:

TELEPHONE NUMBER:
(   )

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCKBOX NUMBER:

TYPE OF ACCOUNT:
☐ CHECKING   ☐ SAVINGS   ☐ LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:
(Could be the same as ACH Coordinator)

TELEPHONE NUMBER:
(   )

Instructions for Completing SF 3881 Form

1. Agency Information Section — Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.

2. Payee/Company Information Section — Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.

3. Financial Institution Information Section — Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Section, 3361-L 75th Avenue, Landover, MD 20785, and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.