



INTRODUCTION TO ACH FILE FORMATTING

The ACH Network provides the ability to directly deposit employee payroll, permits automated bill payment services, allows for purchases online and can be used by companies to perform cash concentration and make corporate-to-corporate payments.

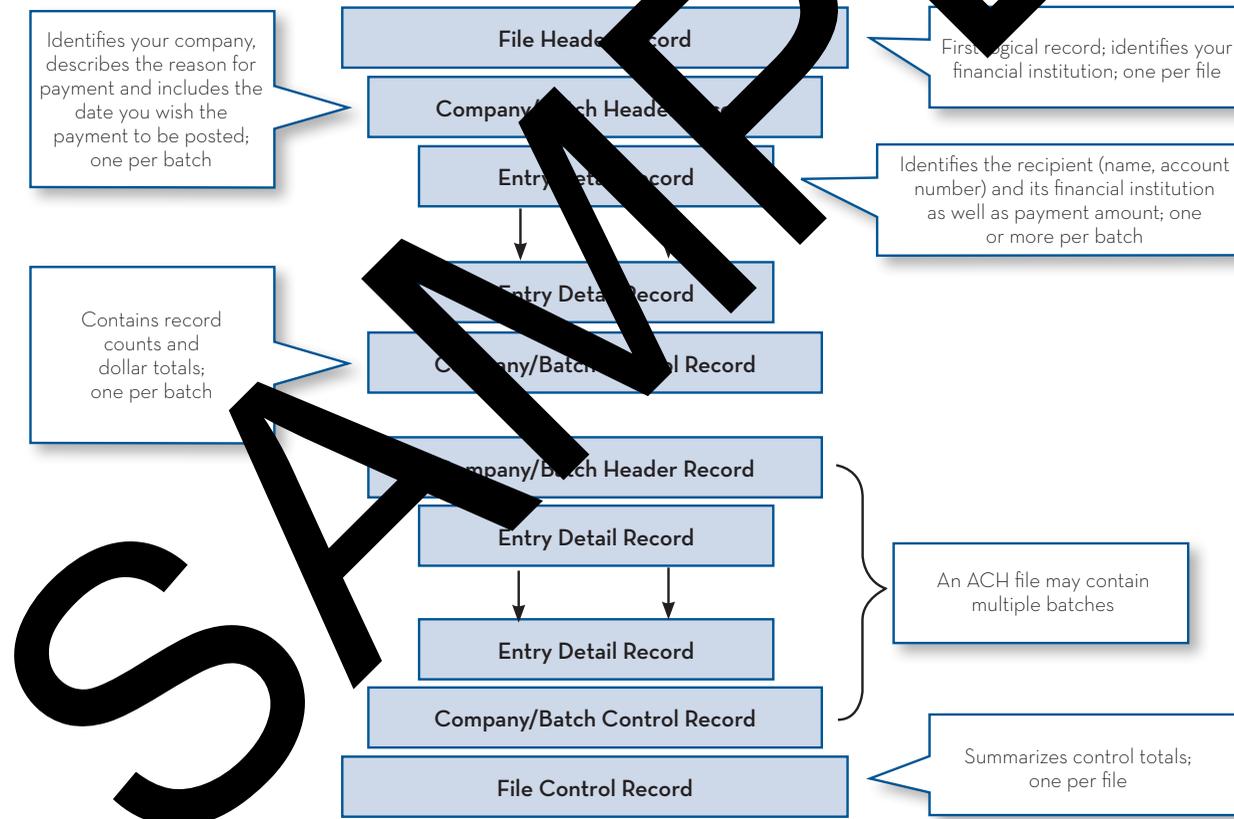
Instead of using paper to carry payment information, ACH transactions are transmitted electronically in a standard, or structured, format from one computer system to another without human intervention. As such, an ACH

transaction must be prepared in predetermined blocks of information referred to as ACH records. Each record identifies specific information about the transaction(s) being sent. The contents of each record must be formatted properly to ensure compatibility amongst the various ACH Network participants, which results in effortless processing of electronic transactions.

The following information provides a descriptive overview of the various records contained within an ACH file.

File Structure

Each record in an ACH file has 94 characters. All records are required except Addenda Records.



Addenda Records are optional and convey additional information related to the payment; primarily used for business-to-business transactions.



ACH RECORD FORMAT SPECIFICATIONS

Each field of data in an ACH record is deemed as mandatory, required or optional.

FIELD INCLUSION REQUIREMENT	DESCRIPTION
Mandatory (M)	Field contains data that is necessary to ensure the proper routing and/or posting of an ACH transaction. Data that is missing or improperly formatted will cause the transaction to be rejected and not processed.
Required (R)	Field contains data that may be useful in posting an ACH transaction properly. The recipient's financial institution may or may not be able to process the transaction. It is recommended that data be present.
Optional (O)	Field contains data that is meaningful to your company, but has no impact on the processing of the transaction by the recipient's financial institution.

DATA SPECIFICATIONS

The contents, or data, in a field may carry a specific format.

CONTENT	VALID CHARACTERS	JUSTIFICATION	SPECIAL NOTES
Alphabetic or Alphanumeric	0-9, A-Z, a-z, space	Left	Space filled
Numeric	0-9	Right	Zeros filled; no dollar signs, commas or decimal points

WHAT DOES THIS MEAN?

The Company Entry Description field is 10 characters in length and describes the nature of the payment, such as "PAYROLL." Its contents are formatted as alphanumeric, which means it would be input as follows:

P	A	Y	R	O	L	SPACE	SPACE	SPACE	SPACE
1	2	3	4	5	6	7	8	9	10

The Amount field is 10 characters in length; its contents are formatted as numeric. A payment of \$9,999.99 would be input as follows:

0	0	0	0	9	9	9	9	9	9
1	2	3	4	5	6	7	8	9	10