

ACH ORIGATION CHECKLIST

Return this completed form to:

Bank:
Contact:
Via:
By:

Instructions: This resource is intended to assist a Company with preparation for ACH Origination services. Complete all sections and return to the Bank by the date above.

Company:
TIN:
Form Completed By:
Contact Phone:
Contact Email:
Reason for requesting
ACH Origination Services
(payroll, reimbursements,
dues, etc):

Preparation for ACH Origination

Hardware and Software are ready

Using the information below, are the computer and communication in place?

Yes

No

- Peripheral devices (MICR readers, scanners, etc.) are ready.
- Origination software is compatible with all computers and devices.
- Origination software generates files in standard NACHA Format.
- Origination software has the ability to read NACHA formatted returns and identifies Notices of Change (NOCs).
- Origination software includes minimum security of 128-bit RC4 encryption technology.
- If the Company is using its own software, the software is capable of producing Reversal Files and Prenotes as required by *The Rules* or the Bank.