

Non-Treasury-Disbursed Payments – ACH CCD Records

Table 1: ACH CCD Entry Detail Record (Page 47 of the Operating Rules of the 2003 ACH Rules book)

Example: An agency is purchasing postage from the U.S. Postal Service (USPS) for loading onto a meter leased from one of the four postage meter companies. Following is an example of how the Entry Detail Record is to be completed. **Note: Data in the fields in “Red Bold Italics” are not the actual numbers the agencies will use in preparing their payment records. Therefore, when completing these records, the agency must substitute actual numbers for all fields showing numbers in “Red Bold Italics.”** These “*Dummy Numbers*” represent either sensitive data (such as Taxpayer Identification Numbers), or agency-specific information or proprietary information.

For purposes of this example:

- The USPS Bank’s Routing Transit Number is *22000221*.
- The USPS Bank Account Numbers for the four meter companies are *11111111*, *22222222*, *33333333*, and *44444444*.
- The Agency Location Code is *41414141*.
- The Agency’s postage payment is *\$3,629.53*.
- The Agency’s CMRS account number is *12121212*.

Agencies should contact their postal meter company to obtain the proper USPS TIN and bank routing transit number and account number. Following is the contact information for the four postal meter companies:

<u>Company</u>	<u>Telephone Number</u>	<u>E-Mail</u>
Francotyp-Postalia	1-800-884-6905 (Teleset)	www.fpusa.net
Hasler	1-800-248-8013 (TeleMeter Settings)	www.haslerinc.com
Neopost	1-800-867-3738 (Postage-on-Call)	www.neopostinc.com
Pitney Bowes	1-800-243-7800 (Postage-by-Phone)	www.postagebyphone.com

For agency guidance on any other types of postage payments, contact USPS at www.usps.com or www.postagenow.com.

This ACH record moves the funds.

ACH CCD Entry Detail Record

Field No.	Description	Agency Payment Data for USPS (Pitney Bowes)	Agency Payment Data for USPS (Hasler)	Agency Payment Data for USPS (Francotyp-Postalia Teleset)	Agency Payment Data for USPS (Neopost)
1	Record Type Code	6	6	6	6
2	Transaction Code	22	22	22	22
3	Receiving DFI Identification	<i>22000221</i>	<i>22000221</i>	<i>22000221</i>	<i>22000221</i>
4	Check Digit	9	9	9	9
5	DFI Account Number	<i>11111111</i>	<i>22222222</i>	<i>33333333</i>	<i>44444444</i>
6	Amount	<i>0000362953</i>	<i>0000362953</i>	<i>0000362953</i>	<i>0000362953</i>
7	Identification Number	<i>41414141</i>	<i>41414141</i>	<i>41414141</i>	<i>41414141</i>
8	Receiving Company Name	USPS (Pitney Bowes)	USPS (Hasler)	USPS (Francotyp-Postalia)	USPS (Neopost)
9	Discretionary Data				
10	Addenda Record Indicator	1	1	1	1
11	Trace Number				

NOTE: Field 11 – Trace Number – will be generated by the ACH System.

Table 2: The ACH CCD Entry Detail Addenda Record (Page 47 of the Operating Rules of the 2003 ACH Rules book)

Example: An agency is purchasing postage from the U. S. Postal Service for loading onto a meter leased from one of the four postage meter companies. Following is an example of how the addenda record is to be completed. **Note: Data in the fields in “Red Bold Italics” are not the actual numbers the agencies will use in preparing their payment records. Therefore, when completing these records, the agency must substitute actual numbers for all fields showing numbers in “Red Bold Italics.”** These “*Dummy Numbers*” represent either sensitive data (such as Taxpayer Identification Numbers), or agency-specific and proprietary information.

For purposes of this example:

- The Agency’s postage payment is ***\$3,629.53***
- The Agency’s CMRS account number is ***12121212***

NOTE: Agencies should use their CMRS Account Number in the Invoice Number Field.

This record moves the remittance-related information.

CCD Addenda Record

Field No.	Description	Example
1	Record Type Code	7
2	Addenda Type Code	05
3	Payment Related Information	RMR*IV* <i>12121212</i> ** <i>3629.53</i> \
4	Addenda Sequence Number	0001
5	Entry Detail Sequence Number	

NOTE: Field 5 – Entry Detail Sequence Number - is the last 7 digits of the System generated number referenced in Field 11 in Table 1. This number will be generated automatically by the processing system being used.