

ACH Header Records

Payment Formats

RECORD NAME : ACH Transmission Header Record

Modified 3/20/98

DATA ELEMENT DESCRIPTION

<u>ITEM</u>	<u>FORMAT</u>	<u>COLUMN</u>	<u>DESCRIPTION</u>
1. Record Type	9(2)	1-2	Identifies type of record. 01 = Transmission Header Record
2. Transmission Number	9(6)	3-8	Always 000001 for first transmission of day. Increase by 1 for each subsequent transmission. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
3. *Schedule Number	X(14)	9-22	Schedule number under which payments will be made. Right justify, zero pad. Zero fill first four positions.
4. Date/Time	9(12)	23-34	Date/Time the schedule was transmitted to ROC. Format: YYYYMMDDHHMM. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
5. FPA ID	X(4)	35-38	Unique acronym for each FPA <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
6. FPA PC #	9(2)	39-40	Unique number assigned to each PC in FPA <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
7. Filler	X(2)	41-42	Blank fill
8. RFC Identifier	X(3)	43-45	Regional Financial Center for processing Schedule. AFC = Austin BFC = Birmingham CFC = Chicago KFC = Kansas City PFC = Philadelphia SFC = San Francisco
9. ALC	X(8)	46-53	Agency Location Code from the 02 Record.
10. DOS Filename	X(12)	54-65	DOS filename, NNNNNNNN.RFC. File format is three digit schedule sequence, dash separator, 4 digit schedule creation date. The file extension contains designated RFC. Ex: 001-1003.BFC <u>(BLANK FILL FILE EXTENSION ONLY FOR 3rd PARTY FORMAT.)</u>
11. Filler	X(351)	66-416	Blank Fill..
12.*Payment Type	9(1)	417-417	One digit code stating Payment Type of data being transmitted. Codes are as follows: "A" = ACH "P" = ACH Prenote
13. *Payment Application	9(1)	418-418	One digit code stating Payment Type of data being transmitted. Codes are as follows: "V" = Vendor "S" = Salary "T" = Travel "M" = Miscellaneous "X" = Tax "B" = SSA Benefit "D" = SSI Benefit "O" = OPM Benefit "R" = RRB Benefit "C" = VA Benefit
14. Filler	X(22)	419-440	Blank Fill.

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RECORD NAME : ACH Agency Location Code (ALC) Control Record

Modified 7/20/98

DATA ELEMENT DESCRIPTION

<u>ITEM</u>	<u>FORMAT</u>	<u>COLUMN</u>	<u>DESCRIPTION</u>
1. Record Type	9(2)	1-2	Identifies type of record. 02 = ALC Control Record
2. Record Number	9(6)	3-8	Always 000001.
3. *Schedule Number	X(14)	9-22	Schedule number under which payments will be made. Right justify, zero pad. Zero fill first four positions.
4. Filler	X(13)	23-35	Blank Fill.
5. ALC	9(8)	36-43	8-digit ALC assigned to this schedule
6. Filler	X(11)	44-54	Blank Fill.
7. Record Code	X(1)	55-55	"&" HEX (26)
8. Filler	X(360)	56-415	Blank Fill.
9. AS Aid	X(8)	416-423	Agency Security Administrator ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
10. ACoid	X(8)	424-431	Agency Certifying Officer ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
11. MAC	X(9)	432-440	Message Authentication Code for record. Format: XXXX XXXX. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>

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RECORD NAME : ACH Agency Billing Address Control Record

Modified 3/20/98

DATA ELEMENT DESCRIPTION

<u>ITEM</u>	<u>FORMAT</u>	<u>COLUMN</u>	<u>DESCRIPTION</u>
1. Record Type	9(2)	1-2	Identifies type of record. 03 = Agency Billing Address Control Record
2. Record Number	9(6)	3-8	Always 000002.
3. *Schedule Number	X(14)	9-22	Same as schedule number in ALC Control Record. Right justify, zero pad. Zero fill first four positions.
4. Zero Constant	9(13)	23-35	Zero Fill.
5. Filler	X(19)	36-54	Blank Fill.
6. Record Code	X(1)	55-55	"A"
7. Agency Name	X(25)	56-80	Agency name for billing purposes
8. Address 1	X(25)	81-105	Billing address of agency. If less than 3 lines, blank fill remaining lines. Last significant line must contain City, State, and Zip Code.
9. Address 2	X(25)	106-130	
10. Address 3	X(25)	131-155	
11. Agency Telephone	X(10)	156-165	Telephone number for billing questions. Format: AAATTTTTT
12. Filler	X(250)	166-415	Blank Fill.
13. ASAIN	X(8)	416-423	Agency Security Administrator ID <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
14. ACID	X(8)	424-431	Agency Certifying Officer ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
15. MAC	X(9)	432-440	Message Authentication Code for record. Format: XXXX XXXX. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>

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RECORD NAME : ACH 04 Payment Record

Modified - 07/20/98

DATA ELEMENT DESCRIPTION

<u>ITEM</u>	<u>FORMAT</u>	<u>COLUMN</u>	<u>DESCRIPTION</u>
1. Record Type	9(2)	1-2	Identifies type of record. 04 = Payment Record
2. Payment Number	9(6)	3-8	Identifies sequence of record in schedule. Starts with number 000001 and updated by one for each subsequent payment record in schedule.
3. *Schedule Number	X(14)	9-22	Same as schedule number in ALC Control Record. Right justify, zero pad. Zero fill first four positions.
4. Account Type	X(1)	23-23	"C" = Checking Account "S" = Savings Account
5. *Payee ID/TIN	X(9)	24-32	Tax Identification Number, Vendor Id, SSN or Payee Id. 9 position numeric SSN mandatory for Travel and Salary. Other Payment Types 1-9 position alpha-numeric (one character minimum).
6. Filler	X(3)	33-35	Blank Fill.
7. Zero Constant	9(11)	36-46	Zero Fill.
8. Payment Amount	9(10)	47-56	Amount of payment. Right-justify and pad with high-order zeros. (Restricted to 8 positions for Addendum format PPD.)
9. Record Code	X(1)	57-57	"B"
10. Payee Name	X(22)	58-79	Name of payee or vendor
11. Allotment Code	X(1)	80-80	"Y" = Salary Allotment Payment Record. "N" = Regular Salary Payment Record. " " = Blank Fill if not a Salary Payment.
12. Filler	X(6)	81-86	Blank Fill..
13. Routing Transit Number	9(9)	87-95	Routing Transit Number (RTN) for assigned payment for receiving financial institution.
14. Depositor Account Number	X(17)	96-112	Depositor Account Number (DAN) assigned to this record.
15. Filler	X(104)	113-216	Blank Fill.
16. Payment Type	X(1)	217-217	Blank Fill (reserved for future use).
17. Account Symbol	X(16)	218-233	Identifies appropriation or fund used to make payment
18. Filler	X(50)	234-283	Blank Fill (reserved for future use).
19. Payment ID Line	X(80)	284-363	Contains up to 80 characters of payment identification information. Blank fill if none. NACHA editing. See ACH Addendum Record Users Guide for the valid Data Elements and string structure.

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20. Filler	X(47)	364-410	Blank Fill.
21. *Addendum Format	X(3)	411-413	Vendor = "CCD" (Mandatory) Salary = "PPD" (Mandatory) Travel = "PPD" (Mandatory) Miscellaneous = "CCD" (Mandatory) Tax = "PPD" (Mandatory) Benefits = "PPD" (Mandatory) (Required Field, even if the addendum record is blank)
22. *1099 Reporting Eligibility	X(1)	414-414	"N" = Non-participating or Not Reportable. (Mandatory Value if 01 record Payment Application is a Salary, Travel, Benefit or Tax. Default Value for Payment Application Vendor or Miscellaneous.) "A" = Rents. "B" = Royalties. "C" = Other Income. "D" = Federal Income Tax withheld (backup withholding or withholding on payment of Indian gaming profits). "E" = Fishing boat proceeds. "F" = Medical and health care payments. "G" = Nonemployee compensation or crop insurance proceeds. "H" = Substitute payments in lieu of dividends or interest. "I" = Excess golden parachute payments. (Required field.)
23. *TOP Offset Eligibility	X(1)	415-415	"Y" = Eligible for TOP, "N" = Not eligible. "Y" is the default. (Required Field)
24. AS Aid	X(8)	416-423	Agency Security Administrator ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
25. AC Aid	X(8)	424-431	Agency Certifying Officer ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
26. MAC	X(9)	432-440	Message Authentication Code for record. Format: XXXX XXXX. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>

ACH Trailer Records

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RECORD NAME : ACH Schedule Control Record

Modified 6/8/98

DATA ELEMENT DESCRIPTION

<u>ITEM</u>	<u>FORMAT</u>	<u>COLUMN</u>	<u>DESCRIPTION</u>
1. Record Type	9(2)	1-2	Identifies type of record. 09 = Schedule Control Record
2. Record Number	9(6)	3-8	Identifies sequence of record in schedule. One number higher than last payment number in schedule.
3. *Schedule Number	X(14)	9-22	Same as schedule number in ALC Control Record. Right justify, zero pad. Zero fill first four positions.
4. Constant Nines	9(13)	23-35	Nines fill
5. Schedule Item Count	9(7)	36-42	Number of payments in schedule. Count does not include control records.
6. *Schedule Amount	9(13)	43-55	Total dollar amount of payments in schedule. Currently the largest total schedule amount allowed will result in a 12 digit amount. Therefore, the highest order digit in this field will always be 0. This also applies to Appropriation Amounts. Right justify, zero pad.
7. *Record Code	X(1)	56-56	"C"
8. *Account Symbol 1	X(16)	57-72	Account symbol or other appropriate reference identifying the appropriation or fund affected for the first account symbol on this schedule. (Additional account symbols, up to ten, will be entered in subsequent fields as needed).
9. *Appropriated Amt 1	9(13)	73-85	Total amount on the schedule used for the first account symbol. (Appropriation amounts for additional account symbols will be entered in subsequent appropriated amount fields). Currently the largest total amount allowed will result in a 12 digit amount. Therefore, the highest order digit in this field will always be 0. Right justify, zero pad.
10. *Account Symbol 2	X(16)	86-101	Blank fill if not needed
11. *Appropriated Amt 2	9(13)	102-114	Zero fill if not needed
12. *Account Symbol 3	X(16)	115-130	Blank fill if not needed
13. *Appropriated Amt 3	9(13)	131-143	Zero fill if not needed
14. *Account Symbol 4	X(16)	144-159	Blank fill if not needed
15. *Appropriated Amt 4	9(13)	160-172	Zero fill if not needed

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16.	*Account Symbol 5	X(16)	173-188	Blank fill if not needed
17.	*Appropriated Amt 5	9(13)	189-201	Zero fill if not needed
18.	*Account Symbol 6	X(16)	202-217	Blank fill if not needed
19.	*Appropriated Amt 6	9(13)	218-230	Zero fill if not needed
20.	*Account Symbol 7	X(16)	231-246	Blank fill if not needed
21.	*Appropriated Amt 7	9(13)	247-259	Zero fill if not needed
22.	*Account Symbol 8	X(16)	260-275	Blank fill if not needed
23.	*Appropriated Amt 8	9(13)	276-288	Zero fill if not needed
24.	*Account Symbol 9	X(16)	289-304	Blank fill if not needed
25.	*Appropriated Amt 9	9(13)	305-317	Zero fill if not needed
26.	*Account Symbol 10	X(16)	318-333	Blank fill if not needed
27.	*Appropriated Amt 10	9(13)	334-346	Zero fill if not needed
28.	Filler	X(69)	347-415	Blank Fill.
29.	ASAIID	X(8)	416-423	Agency Security Administrator ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
30.	ACOID	X(8)	424-431	Agency Certifying Officer ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
31.	MAC	X(9)	432-440	Message Authentication Code for record. Format: XXXX XXXX. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>

Payment Formats

RECORD NAME : ACH Schedule Trailer Record

Modified 2/9/1998

DATA ELEMENT DESCRIPTION

<u>ITEM</u>	<u>FORMAT</u>	<u>COLUMN</u>	<u>DESCRIPTION</u>
1. Record Type	9(2)	1-2	Identifies type of record. 99 = Schedule Trailer Record
2. Record Number	9(6)	3-8	Identifies sequence of record in schedule. One number higher than record number in schedule control record
3. *Schedule Number	X(14)	9-22	Same as schedule number in ALC Control Record. Right justify, zero pad. Zero fill first four positions.
4. Filler	X(393)	23-415	Blank Fill.
5. ASRID	X(8)	416-423	Agency Security Administrator ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
6. ACOID	X(8)	424-431	Agency Certifying Officer ID. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>
7. MAC	X(9)	432-440	Message Authentication Code for entire schedule (file) excluding Transmission Header Record and Schedule Trailer Record. Format: XXXX XXXX. <u>(BLANK FILL FOR 3rd PARTY FORMAT.)</u>