



P.O. Box 90010 Richmond, VA 23225-9010  
(804) 323-6800 (800) 285-6609 vacu.org

# ACH Origination Application for Business Members

(To be completed by VACU business member requesting ACH origination capability)

## Section I – Company Information

Company Name: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Physical Address: \_\_\_\_\_

(If different than above)

\_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Primary ACH Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

If applicable:

Secondary ACH Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

If applicable:

IT Security Administrator Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Check One:  LLC  Corporation  Partnership  Sole Proprietorship  Other \_\_\_\_\_

Date of Incorporation or Organization: \_\_\_\_/\_\_\_\_/\_\_\_\_

State of Incorporation or Organization: Virginia

Do you have an existing deposit or loan account relationship with VACU?  Yes  No

If Yes, please check any of the following documents which are already on file with VACU:

- Organization Documents (for LLCs)  Corporate Resolution or Partnership Agreement
- Copy of Financial Statements (Signed and Dated)  Prior Year Tax Return Copy (Signed and Dated)
- Credit References

## Section II – ACH Origination Information

To ensure compatibility with our Internet-based software program for ACH origination and/or submission, please verify you have:

High-speed Internet    Windows 7 or later    Microsoft® Internet Explorer® 11

### Security and Restrictions:

Antivirus Software Installed:    Yes   Name: \_\_\_\_\_

Restrict Access Days to:    Mon    Tues    Wed    Thurs    Fri    Sat    Sun

Restrict Access Time to:   From \_\_\_\_\_ a.m.   To \_\_\_\_\_ p.m.

Restrict Access by IP Range:   From \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_ To \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

Will you be creating NACHA-formatted ACH files using your own software program?    Yes\*    No

\* If "Yes", please specify the software \_\_\_\_\_  
*Use of this software is subject to VACU approval*

Checking Account Number to be used for **Settlement** purposes and **ACH Fees**: \_\_\_\_\_

**Please describe the purpose of ACH transactions to be originated:**

| <u>ACH Credits Purpose</u> | <u>Frequency</u>                                                                                                                                                                                 | <u>Transaction Type</u>                                                                                                                                                                                | <u>Anticipated maximum amount of:</u>                                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payroll</b>             | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
| <b>Disbursements</b>       | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
| <b>Tax Payments</b>        | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
| <b>Other</b><br><br>-----  | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |

| <u>ACH Debits Purpose</u>  | <u>Frequency</u>                                                                                                                                                                                 | <u>Transaction Type</u>                                                                                                                                                                                | <u>Anticipated maximum amount of:</u>                                                                                                                            |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Collections</b> | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
| <b>Contributions</b>       | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
| <b>Fees</b>                | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH Files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
| <b>Membership Dues</b>     | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br>_____ | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH Files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |

|                       |                                                                                                                                                                                                  |                                                                                                                                                                                                        |                                                                                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other</b><br><hr/> | <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly<br><i>Transactions to be credited/debited on:</i><br><hr/> | <input type="checkbox"/> <b>PPD</b> (Credits or Debits to Consumer Accounts)<br><input type="checkbox"/> <b>CCD</b> (Credits or Debits to Corporate Accounts)<br><input type="checkbox"/> Other: _____ | Any single ACH file submitted at one time:<br>\$ _____<br>Total ACH Files to be submitted in any one day:<br>\$ _____<br>Any single ACH Transaction:<br>\$ _____ |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Answer the following questions about your ACH activity: *(Needed to establish user settings within the ACH Service.)*

Will you be submitting transactions for same-day ACH processing?     Yes     No

**If Yes**, specify which transactions: \_\_\_\_\_

Does your company currently originate ACH transactions?     Yes     No

**If Yes**, average **monthly** activity:

ACH Files: Total # sent \_\_\_\_\_ Dollar volume of ACH files: \$ \_\_\_\_\_

ACH Trans: Total # sent \_\_\_\_\_

ACH Returns: # received back: \_\_\_\_\_ Dollar volume of ACH Returns: \$ \_\_\_\_\_

Do you send Prenotes for new transactions:     Yes     No

**If No**, estimated **monthly** activity:

ACH Files: Est. # sent \_\_\_\_\_ Est. total dollar volume: \$ \_\_\_\_\_

ACH Trans: Est. # sent \_\_\_\_\_

By signing below, you grant permission for VACU to obtain credit information from reporting agencies.

Application Date: \_\_\_/\_\_\_/\_\_\_

Signature of Company Official: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

|              |                                                                                                                                                                                                                                                                                      |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FI Use Only: | CIF #: _____<br>Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied on ___ / ___ / ___ by _____<br><i>Relationship Manager</i><br><input type="checkbox"/> Approved <input type="checkbox"/> Denied on ___ / ___ / ___ by _____<br><i>EVP or CCO; MBS</i> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|