ACH/EFT Payment Registration
Instruction Guide

The following instructions are intended as an aid in the completion of the requested information on the ECF11 ACH/EFT Payment Registration form.

Section 1. "Customer / Company Information"

- Name and address of Customer who will be initiating the ACH Payments to AT&T.
- Treasury Contact – Name and contact information of person who can provide banking/financial support regarding ACH payment amounts and who may be creating/sending the daily ACH payment files to AT&T.

Section 2. "Customer (Payor) Payment Identification"

Note: This information is included in a standard ACH Batch Header Record and must match test and eventual production ACH's.

- Company Name – A maximum of 16 characters are used in positions 5 – 20 of an ACH NACHA file. Must match test and production ACH files.
- Company Identification – A maximum of 10 characters are used in positions 41 – 50 of an ACH NACHA file. This can be a DUNS number, Tax ID, etc. Must match test and production ACH files.

Sections 3-5. "Customer (Payor) Options"

Note: This information alerts AT&T of the customer's choice of one of the 'Funds Payment' *and* 'Remittance Information' <u>combinations</u>.

- CCD + (plus) File
  - This *combination selection* involves a single ACH transaction that *includes* an addenda record containing a "single" billing account number & payment amount.
- CTX File
  - This *combination selection* involves a single ACH transaction (sum total amount) that *includes* addenda records as either:
    - RMR or RMT EDI segments with billing account numbers and payment amounts or,
    - A standard EDI 820 transaction set which can accommodate *multiple* billing account numbers & payment amounts.
- CCD or PPD File with Emailed Remit Advice
  - This *combination selection* involves a single ACH transaction (sum total amount) with a separate emailed remit advice and *does not include* addenda records
    - Must maintain a unified remit advice format