

## Memphis NCSC ACH Credit Payment Option

### **ACH Credit**

ACH Credit is the safe and accurate electronic transfer of funds from your checking or savings account, initiated by you through your financial institution, for payment to USPS.

### **Please advise your financial institution of the following:**

The required SEC (Standard Entry Class) code is **CCD+ (Corporate Credit or Debit + addenda record)**.

<b>Bank Name:</b>	Wells Fargo Bank
<b>ABA # (Routing Transit Number):</b>	121000248
<b>Account Name (Payee's Name):</b>	United States Postal Service
<b>Bank Account # (DFI Account Number Field – 17 digits):</b>	<b>1350XXXXXXXXXXXXXX</b>

The Bank Account Number (17-digits) is comprised of:

- **1350XXXXXX** which is the USPS ACH account number and the 6-digit product ID (can be found on product invoice issued by NCSC) assigned to the specific product you are purchasing.
  - It is critical that you utilize **1350XXXXXX**, as this number identifies the bank account and specific NCSC product you are paying for.
- The last seven XXXXXX must be populated with your 7-digit NCSC customer number.
  - It is critical that your customer number be complete and accurate, as it is utilized to post the payment to your account.
- For example, if the 6-digit product ID is 124900, and your 7-digit NCSC customer number is 9999999; you would use 13501249009999999 as the Bank Account Number.
- The addenda record must contain your **company name** and **invoice number**.

Customers should contact their financial institution for additional information on the ACH CCD+ format. Dependant upon whether the customer is originator of the ACH through their own business payment applications or whether they use their banks on-line web-site to originate the payment will determine who the customer needs to talk to.

The customer, by its initiation of an ACH Credit entry, agrees to be bound by the National Automated Clearing House Association (NACHA) rules in the administration of the credit entry.

**BEFORE A CUSTOMER CAN SUBMIT AN ACH PAYMENT THEY MUST HAVE A PRODUCT ID AND CUSTOMER NUMBER TO COMPLETE THE 17 DIGIT FIELD. IF THIS INFORMATION IS NOT SUBMITTED YOUR PAYMENT WILL NOT BE POSTED PROPERLY TO YOUR ACCOUNT. IF YOU DO NOT HAVE A PRODUCT ID AND CUSTOMER NUMBER, PLEASE CONTACT NCSC ACCOUNTING HELP DESK @ 1-800-331-5746 ext. 4658 or 901-681-4658.**