

ACH Application

| ACH APPLICATION | |
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| United States Customs Service Automated Clearinghouse Daily Statement Payment Program (This form will be used to communicate account information to Mellon Bank) | |
| Date: _____ | |
| Action to be taken: Add <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> | |
| Current ACH Payer Unit Number: _____ Requested Effective Date: _____ <small>(Allow at least two business days.)</small> | |
| Payer Company Name: _____ Payer Company Address: _____ _____ | |
| Payer Contact Name: _____ Payer Telephone: () _____ FAX: () _____ | |
| Importer Number: _____ OR 3 digit filer code: _ _ _ <small>(include suffix)</small> | |
| Bank Name: _____ Address: _____ Telephone: () _____ | |
| Bank must be a National Automated Clearinghouse Association (NACHA) participant. | |
| ACH Bank Transit ACH Bank Routing Number: _ _ _ _ _ Account Number: _ _ _ _ _ | |
| To ensure the accuracy of the account information, it is requested that written verification (obtained from your bank) be completed and accompany this application. The ACH payer will be responsible for defaults that result from incomplete or erroneous account information when written verification is not submitted and certified by bank personnel. Please verify that the bank transit routing and account numbers on the ACH application and bank specifications sheet match before forwarding to the Accounting Services Division. | |
| Name of Customs Broker/Filer: _____ 3 digit filer code: _ _ _ Contact Name: _____ Telephone: () _____ | |
| U.S. Customs ABI Client Representative of Customs Broker/Filer _____ | |
| _____ Name of Authorizing Company Official Signature of Authorizing Company Official <small>(Please type or print)</small> | |
| This application should be faxed, mailed or e-mailed to the ACH Coordinator at: | |
| U.S. Customs Service Telephone: (317) 298-1200 Ext. 1098 ACH Applications FAX: (317) 298-1259 P.O. Box 68901 Indianapolis, IN 46268 Email: ACH-Customs@customs.treas.gov | |
| This section to be completed by the U.S. Customs Service | |
| ACH Payer Unit Number _ _ _ _ _ (assigned by USCS) Effective Date _____ <small>(Effective date is the first date ACH payment authorizations may be sent by Customs Broker/Filer)</small> | |

Automated Clearinghouse (ACH) Application Form

A separate ACH Application Form must be completed for each bank account if multiple accounts are used in the Automated Clearinghouse (ACH). To receive notification of the assigned Payer's Unit Number quickly, print the FAX telephone number in the upper right-hand corner of the form. If a broker is providing the form on behalf of the client, the client's FAX number should be provided.

Definitions for the data elements reported on the ACH Application Form are defined below:

| Data Element | Description |
|---|---|
| Add | Check this box if the action is to add new banking account data. |
| Change | Check this box if the action is to change banking account data already on file or to change company address or contact information. |
| Delete | Check this box if the action is to delete the ACH payer's unit number. Deleting the record will prevent its future use in the ACH payment authorization transaction. |
| Current ACH Payer Unit Number Requested Effective Date | The current ACH payer unit number for which the change or delete is requested. The date the change is to take place. Effective dates for changes should be at least two business days in the future. |
| Payer Company Name | The name of the company which relates to the bank account information being provided. |
| Payer Company Address | The city, state and ZIP code of the company which relates to the bank account information being provided. |
| Payer Contact Name | The name of the contact person for the related payer company name. |
| Payer Telephone/FAX | The telephone and FAX number of the company responsible for the ACH payment. |
| Importer Number or 3-Digit Filer Code | The 12-position importer number or the 3-position filer code identifying the payer to which the ACH payer unit number will be assigned. |

| Data Element | Description |
|--|---|
| Bank Name | The name of the bank related to bank account information. |
| Address | The address of the bank related to the bank account information. |
| Telephone | The telephone number of the bank related to the bank account information. |
| ACH Bank Transit Routing Number | A 9-position number identifying the location of the bank where the bank account is located. This number is obtained from the bank. It is the responsibility of the payer to ensure that the information provided is correct. |
| ACH Bank Account Number | The bank account number which is to be used in the ACH payment process. This number is obtained from the bank. It is the responsibility of the payer to ensure that the information provided is correct. |
| Name of Customs Broker/Filer | The name of the Customs Broker/Filer the payer will use in the ACH payment authorization transmission. If payer uses more than one Customs Broker/Filer, provided the name of only one. |
| 3-Digit Filer Code | The filer code of the related Customs Broker/Filer the payer will sue in the ACH payment authorization transmission. |
| Contact Name | The name of a contact person of the related Customs Broker/Filer name. |
| Telephone | The telephone number of the related Customs Broker/Filer contact name. |
| U.S. Customs ABI Client Representative of Customs Broker/Filer Name of Authorizing Company Official Signature of Authorizing Company Official | The name of the ABI Client Representative of the related Customs Broker/Filer the payer will use in the ACH payment authorization transmission. The name of the company official who is authorized to release the information provided on the form. A legible signature of the company official who is authorized to release the information on the form. |

| Data Element | Description |
|------------------------------|--|
| ACH Payer Unit Number | The six-digit ACH payer unit number assigned by U.S. Customs in “ADD” actions. This number will be used in the ACH payment authorization transmission to U.S. Customs. |
| Effective Date | Provided by Customs. The date the first ACH payment authorization may be transmitted to U.S. Customs by the payer’s filer. |