

## Must Know ACH Rules

Updated 06/10/2019

- The daily file submission cut off time is 2:00 pm.
- Transactions submitted after 2:00 pm will be processed on the next business day thereby potentially changing the files effective date.
- Special attention must be paid to any ACH Return and/or Notice of Correction sent to the originator by Home Federal.
- Files must be encrypted or submitted via a secure connection.
- Before processing transactions on an account, Originators must have authorization on file in writing and signed or similarly authenticated by the customer.
- Home Federal strongly advises the submission of a pre-notification file for all first time entries. If Originators choose to initiate pre-notifications, those pre-notifications are sent as required by the rules, which includes a wait time of 3 banking days before sending the “live” transaction.
- Entries returned as “R02 Account Closed”, “R07 Authorization Revoked by Customer”, “R08 Payment Stopped”, or “R10 Customer Advises Not Authorized” cannot be reinitiated unless subsequent authorization of their customer has been obtained.
- An entry that has been returned for insufficient or uncollected funds may be reinitiated no more than two times following the return of the original entry.
- **Any correspondence related to your ACH file(s) will be sent from Home Federal. If you receive an email from NACHA indicating an issue with your file, DO NOT click on any of the links, it is fraudulent.**
- ***Disclaimer:*** The rules listed above are the key rules you should be familiar with and is NOT a complete listing of the rules and regulations related to ACH usage. For the complete ACH Rules and Regulations as set forth by the National Automated Clearing House Association (NACHA), please refer to your ACH Rules – Corporate Edition book, CD Rom or Operating Rules Digital Access Publication. ***Failure to follow the rules put forth by NACHA, including the rules listed above, could result in probation and ultimately the ACH service being revoked.***

**Federal Reserve Bank Holidays**

<b>Holiday</b>	<b>2019</b>	<b>2020</b>
New Year's Day	Jan 1	Jan 1
Martin Luther King Jr. Day	Jan 21	Jan 20
President's Day	Feb 18	Feb 17
Memorial Day	May 27	May 25
Independence Day	Jul 4	Jul 4
Labor Day	Sep 2	Sep 7
Columbus Day	Oct 14	Oct 12
Veteran's Day	Nov 11	Nov 11
Thanksgiving Day	Nov 28	Nov 26
Christmas Day	Dec 25	Dec 25