



3riversfcu.org | 260.490.8328

# APPLICATION FOR ACH/Remote Deposit Capture

## SECTION I: COMPANY INFORMATION

**Company Name:** \_\_\_\_\_

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

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

*(if different than above)*

**Number of Physical Locations:** \_\_\_\_\_

**Company Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Primary ACH Contact Name & Title:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Secondary ACH Contact Name & Title:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

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

**Date Business Established:** \_\_\_ / \_\_\_ / \_\_\_\_ **Employer Tax ID Number:** \_\_\_\_\_

**Select one:** Corporation Partnership Sole Proprietorship Other

**If applicable:** Date of Incorporation: \_\_\_ / \_\_\_ / \_\_\_\_ State of Incorporation: \_\_\_\_\_

**Do you have an existing deposit or loan account with our financial institution?** Yes No

*If yes, please check any of the following documents which are already on file with our financial institution:*

- Corporate Resolution or Partnership Agreement
- Copy of Financial Statements (Signed & Dated)
- Prior Year Tax Return Copy (Signed & Dated)
- Credit References

**Please indicate the days and hours you anticipate needing to submit/process checks:**

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Between the hours of \_\_\_\_\_ AM and \_\_\_\_\_ PM.

**Do you anticipate needing access to the application from a location or internet connection outside of the address or location provided above?** Yes No

*If yes, please provide additional address or location information and specific details:*



3riversfcu.org | 260.490.8328

# APPLICATION FOR ACH/Remote Deposit Capture

## SECTION II: ACH ORIGINATION INFORMATION

To ensure compatibility with our internet-based software program for ACH origination and/or submission, please verify that you have: High-Speed Internet Windows 7 or later Internet Explorer 10.0 or later

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

### Please select the purpose of ACH transactions to be originated:

ACH Credits for: Payroll Disbursements Tax Payments Other: \_\_\_\_\_

ACH Debits for: Membership Dues Contributions Fees Payment Collections Check Conversions Other: \_\_\_\_\_

### Please indicate the type of ACH transactions to be originated:

PPD (Credits or Debits to Consumer Accounts) CCD (Credits or Debits to Corporate Accounts) ARC: \_\_\_\_\_

Checking Account Number to be used for Settlement purposes: \_\_\_\_\_

Checking Account Number to be used for Fees (if applicable): \_\_\_\_\_

### Frequency that ACH transactions will be submitted:

- Daily
Weekly for transactions to be credited or debited on \_\_\_\_\_
Biweekly for transactions to be credited or debited on \_\_\_\_\_
Monthly for transactions to be credited or debited on \_\_\_\_\_

Anticipated maximum amount of any single ACH file to be submitted at one time: \_\_\_\_\_

Anticipated maximum amount of total ACH files to be submitted in any one day: \_\_\_\_\_

Anticipated maximum amount of any single ACH transaction: \_\_\_\_\_

### Does your company currently originate ACH transactions?

Yes: Number of ACH files sent monthly: \_\_\_\_\_ Monthly dollar volume of ACH files: \_\_\_\_\_
Average number of ACH transactions sent monthly: \_\_\_\_\_
Average number of ACH Returns received back monthly: \_\_\_\_\_
Average monthly dollar volume of ACH Returns: \_\_\_\_\_
Do you send Prenotes for new transactions? Yes No
No: Estimated number of monthly ACH files: \_\_\_\_\_ Estimated monthly dollar volume: \_\_\_\_\_
Estimated number of ACH transactions to be sent monthly: \_\_\_\_\_



3riversfcu.org | 260.490.8328

# APPLICATION FOR ACH/Remote Deposit Capture

## SECTION III: REMOTE DEPOSIT INFORMATION

To ensure compatibility with our internet-based software program for ACH origination and/or submission, please verify that you have: High-Speed Internet Windows 10 or later Internet Explorer 10.0 or later

Does your company currently originate ACH transactions?

Yes Type: \_\_\_\_\_ No

Do you want to scan checks for both ACH (check conversion) and Remote Deposit (check truncation)?

Yes Describe: \_\_\_\_\_ No Unsure

Please describe the purpose of checks that are received by your company:

Membership Dues Contributions Fees Purchases of Goods Services Provided  
Payments Collected for Other: \_\_\_\_\_

Please indicate the type(s) of checks to be deposited:

Only consumer checks Only business checks Both consumer and business checks

3Rivers FCU Checking Account(s) to be used for Deposits of checks:

Account Title

Checking Account Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3Rivers FCU Checking Account Number to be used for Remote Deposit Fees: \_\_\_\_\_

Frequency of check deposits: Daily Weekly No Set Frequency Other: \_\_\_\_\_

Anticipated maximum amount of any single check to be deposited: \_\_\_\_\_

Anticipated maximum amount of any group of checks to be deposited at one time: \_\_\_\_\_

Estimated number of checks you will be scanning and submitting in one deposit: \_\_\_\_\_

Do you anticipate submitting more than one deposit per day? Yes No

The anticipated maximum amount of total checks to be deposited in any one day: \_\_\_\_\_

Estimated total dollar volume of checks to be deposited monthly: \_\_\_\_\_

Estimated total number of checks to be deposited monthly: \_\_\_\_\_

Estimated checks returned monthly: Total Number: \_\_\_\_\_ Total Amount: \_\_\_\_\_



3riversfcu.org | 260.490.8328

# APPLICATION FOR ACH/Remote Deposit Capture

### SECTION III: REMOTE DEPOSIT INFORMATION

*(Continued)*

**What is the make and model of the scanner that you will be using to process remote deposits?**

Make:

Model

---

### SECTION IV: AUTHORIZED SIGNATURE

By signing below, the Company grants permission for the financial institution to obtain credit information from reporting agencies.

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

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

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

### FOR CREDIT UNION USE ONLY

This application has been:    Approved    Denied    \_\_\_ / \_\_\_ / \_\_\_\_ by \_\_\_\_\_