



# Federal Reserve Bank FedACH® Participation Agreement

INTERNAL FR

[FRBservices.org](http://FRBservices.org)

## Part 2: Origination Options

### Table S.4 – Sending Point and Service Provider<sup>1</sup> Contact Form

List the individuals who are authorized to verify ACH file control information and provide instructions to the Reserve Banks and receive information concerning rejected/pended files and pended batches. **Please list the names in the order they should be contacted.**

**Note:** The Reserve Bank must be able to contact your organization at any hour during the day or night to quickly resolve problems related to your file and to process your file in the intended cycle. If current contact information is not provided, problem files may be rejected.

**When you submit this page, the submitted page supersedes any previous versions of the same page.**

<b>Requested Effective Date (ACH Process Date)</b>	
--	--

*(Must be received by the Reserve Bank at least five business days prior to the requested effective date)*

Name	Business Phone Number	After Hours Phone Number	Hours Available
1.			
2.			
3.			
4.			
5.			
6.			

### Sending Point Authorized Signature

<i>Name of Sending Point</i>	<i>Nine Digit RT/ETI</i>
<i>Contact Name</i>	<i>Phone Number</i>
<i>Signature (authorized ACH signer on Official Authorization List)</i>	<i>Printed Name</i>

<sup>1</sup> Only Service Providers who have elected on Table S.3 to serve as the contact point regarding file transmission and acceptance issues should complete this form.