

ACH Debit | Product Description

ACH Debit enables merchants to set-up authorized debits from a customer's checking account.

Merchants can schedule debits for a one-time occurrence or for recurring billing.



Features

Single ACH Debit	Process a one-time debit from a customer checking account.
Recurring ACH Debit	Schedule payments of the same amount to occur on a regular basis. Transactions will process automatically on scheduled date.
B2B ACH Debit	Debit Business checking accounts with Single or Recurring debits.
Verification Option	Verifies consumer against national negative database of bad check writers. Verification is available for Single and B2B ACH Debits. Merchant is required to utilize a Virtual Terminal to input transaction. (Not available for File Processing.)
Guarantee Option	Guarantee is available for Single and B2B ACH Debits. (Guarantee not available for Recurring Debits.) Merchant is required to utilize a Virtual Terminal to input transaction. (Not available for File Processing.)
Online Reporting	24/7 Online Reporting provides full transaction tracking.
Virtual Terminal	Web based. A PC with internet access is all that is needed. Multiple Virtual Terminals/Gateways are supported. (See Compatibility Sheet for options.) Supports multiple users.

Transaction Guidelines and Funding

- Written authorization from customer and copy of voided check
 - Sample authorization form provided
 - Can also be inserted into any of merchant's existing agreements
- Check limits assigned in underwriting process
 - 50 basis point (.50%) premium for items \$2,500 and larger
- Check Guarantee & Verification option
 - A Virtual Terminal is required
 - Guarantee not available for Recurring Debit
- Merchant funded in 5-7 business days on cleared transactions

Requirements for Set-up

- Completed ACH Debit Service Agreement & Merchant Information form
- Voided check from Merchant
- Last month's bank statement
- Copy of Merchant Business License

Check Processor will contact merchant to train on Virtual Terminal or File Processing procedures.

Merchant Transaction Input Options

- Certified Virtual Terminals/Gateways
 - Web Based
 - Merchant inputs transaction information
- File Processing
 - Merchant submits electronic data file to Check Processor via FTP or Web Services
 - Check Processor IT Dept. will contact merchant with file specs



Benefits

Ability to debit Business and Personal checking accounts

Recurring ACH Debit transactions are initiated automatically

No software or terminal to buy

Eliminates banking fees and paper check handling costs

Free, detailed 24/7 online reporting of all activity

No set-up fee (optional)

Low cost payment processing

NSF items re-submitted automatically

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Login to www.demo.eftchecks.com to run a demo transaction for any type of ACH Debit: One Time Debit, Recurring Debit, One Time B2B, and B2B Recurring Debit.

Sample Demo of B2B Recurring ACH Debit

1. Access www.demo.eftchecks.com
2. Login name: [demoACHDebit](#) and password: [123letmein](#)
3. Click "B2B Recurring Debit (111123)(Recurring)" on the left hand side section.
4. In the Main window, Click "New Transaction".
5. Fill in Customer Information section completely. ("Custom" fields are for any internal tracking ID's, clerk names, customer ID's, etc. that the merchant wishes to tag on the transactions.)
6. In the Check Information section, use the following demo account information:
Routing Number: 490000018. Account Number: 000000008
7. Click "Go to Next Tab" at the bottom.
8. Input Debit schedule and amounts. Click "Next Tab".
9. Verify schedule is correct and click "Submit Check".
10. A window will pop-up stating "Save Transaction Successful. Click OK.
11. You will now see a list of scheduled debits. You may click "New Transaction" to schedule another customer.
12. Various reports are available from the left hand navigation pane.

ACH Debit online interface screenshots

Select Debit Type Here:

- One Time (Consumer)
- Recurring (Consumer)
- B2B One Time
- B2B Recurring

Send Feedback Change Password Logout

Manual Transactions

- Long Run Fitness (ACH Debit)
- Long Run Fitness (ACH Debit)
- RETIRED B2C Auto Debit-01 (111114) (Recurring)
- RETIRED One Time PPD (111119) (One-Time)
- One Time Debit (111120) (One-Time)
- Recurring Debit (111121) (Recurring)
- B2B One Time Debit (111122) (One-Time)
- B2B Recurring Debit (111123) (Recurring)**

Payment Plan Auth Form

Actions

- View Transaction Details
- System Reports
- Online Merchant Reports
 - Merchant Bank Statement
 - Merchant Batch Results
 - Merchant Deposit Detail
 - Merchant Monthly Reconciliation
 - Merchant Rejections
 - Merchant Rejections Received
 - Merchant Returns List
 - Merchant Transactions
 - Merchant Transactions by Batch
 - Merchant Transactions Received
 - Merchant Uncollected Checks
 - PaymentPlanAuthForm

Recurring Debit List Transaction

Create New Recurring Debit

Customer Info Setup Debit Schedule Verify Schedule & Submit Debit

1. Customer Information

Company Name: Fitness Supplier Required Field Home Phone #: () -

Address Line 1: 123 Main Street Work Phone #: (555) 555 - 5555

Address Line 2: suite 100 Email Address: mail@email.com

Apt/Unit Number: DL State: FL Required Field

City: Destin DL #: m000012345dl Required Field

State: FL Required Field Zip: 32541

Custom One: Internal ID 000123 Custom Two: Clerk: Jane Smith

Custom Three: Custom Four:

2. Check Information [Show Sample Checks]

Pay To: Long Run Fitness (ACH Debit)

Routing #: 490000018 Required Field Account Type: Checking Required Field

Account #: 000000008 Required Field

Goto Next Tab >>

Online reporting includes:

- Merchant Bank Statement
- Merchant Batch Results
- Merchant Rejections
- Merchant Returns list
- Merchant Transactions
- Merchant Uncollected Checks

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Recurring Debit List Transaction

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5. Verify Debit Schedule

Check the following table to verify the schedule is correct. Up to 5 entries are shown as an example.

ID	Debit Date	Day of Week	Name	Routing #	Account #	Amount	Status
1	04/10/2009	Friday	Fitness Supplier	490000018	000000008	\$15.95	Pend
2	05/11/2009	Monday	Fitness Supplier	490000018	000000008	\$15.95	Pend
3	06/09/2009	Tuesday	Fitness Supplier	490000018	000000008	\$15.95	Pend
4	07/09/2009	Thursday	Fitness Supplier	490000018	000000008	\$15.95	Pend
5	08/10/2009	Monday	Fitness Supplier	490000018	000000008	\$15.95	Pend

Final debit occurs on Friday, 4/9/2010, for the amount of \$15.95.
(Note: Debits that fall on a weekend or bank holiday are processed the next banking day)

6. Submit Recurring Debit

Please verify that all entries are correct and that the schedule is correct before clicking Submit.

Submit Check Reset

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Example Merchant Types

B2B ACH

- Invoice Payments
- Wholesalers
- Business Services
- Suppliers

Single/Recurring ACH

- Health Clubs
- Memberships
- Utilities
- Government
- Education
- Daycare
- Medical
- Insurance
- Property Management
- Bill Pay
- Service Payments
- Donations/ Non-Profits