

August 23, 2012

## Requirements for ACH Payments

In order to expedite monthly disbursements, we can set up creditors to receive payments from Cindy Boudloche, Chapter 13 Trustee, by ACH or electronic transfer.

ACH transactions will save you trips to the bank and you won't have to worry about checks being lost in the mail. Funds will hit your bank account one or two workdays after our disbursement procedures are completed. We usually disburse on the third Thursday of each month and payments should be in your account the next day or on the following Monday. You may view our tentative disbursement schedule at our website, [www.ch13cctx.com](http://www.ch13cctx.com).

For those creditors who elect ACH payments, the voucher that provides detail information such as case numbers, debtor names, account numbers and payment amounts would be obtained from the National Data Center (NDC) or the Chapter 13 Network. Paper vouchers would not be sent to you by our office. The header information sent by our bank to your financial institution contains an "individual ID #" field. This field contains your 6 digit creditor number, a space, and then the 7 digit check number. This check number is what you will input at either site to get the detail of your payment.

If your financial institution does **not** provide you with the check number, you may need to tell them that it is housed in the Addenda Record with each payment. You can request EDI-Payment Detail information from your institution. Under the ACH rules, the banks are to provide this information, should the customer request the detail. Some banks charge for this service and some do not, so you may need to ask about any fees.

The National Data Center hosts information on Chapter 13 cases for the entire United States. To access NDC, you must be a paid subscriber. To obtain subscription information, visit NDC's website at [www.datacenter.com](http://www.datacenter.com) or call 866-938-3639.

If you are a smaller creditor, you may access the Chapter 13 Network. You must be an authorized user with an assigned login and password provided by our office. If you are not already an authorized user, visit our website at [www.ch13cctx.com](http://www.ch13cctx.com) and download our Website Access Agreement. Complete the form and send it to our office. Once approved by the Trustee, you will be notified of your login and password.

If you would like to have your monthly payment from the trustee electronically transferred to your bank account, complete the enclosed Authorization Agreement for Direct Deposits (ACH Credits) and return it to our office **along with a blank, voided check**. If you sign up for ACH transactions and later your bank account changes, you would need to request and complete a new Authorization Agreement for Direct Deposits (ACH Credits). Without the new information your payments would be transferred to the old account.

If you do not want to send a blank voided check, please enclose a letter on letterhead authorizing the individual and confirming the account information shown on the authorization agreement.

Once the completed application is received, we will set up and test the transfer process (allow approximately 3 weeks). Provide us with your e-mail address and we will notify you when the system is in place.

Refer any questions to [Gale Bridgeman](#) or [Grace Chapa](#).