

5-Column Format ACH Upload

You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, or ACH Collection, or Payroll.

- ▲ The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, & Amount.
- ▲ Account Type is a numeric Value: Checking = 1; Savings = 2; & Loan=3.
- ▲ For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date.

[↓ ACH Collection File Specification \(.pdf\)](#)

Import File *

--Please Select A File To Import--

* - Indicates required field