

NACHA File Format Guide

You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment.

- ▲ NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking Transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
- ▲ The import uses the name and the order of the file to create recipients and amounts.
- ▲ You can include a recipient multiple times to create multiple payments.
- ▲ The Payments can be to the same account or a different account.

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

Import File *

--Please Select A File To Import--

* - Indicates required field