

Automated Clearing House Transfers

*Standard Business Online Banking ACH Transfer Limits

Limit	Time
\$10,000	Per Day
\$50,000	Per Month

*Higher limits are available with a Cash Management Agreement, subject to approval. To speak with a Cash Management Solutions Advisor, please call 1-866-773-9394.

Creating an ACH Transfer:

1. In the Online Banking Menu, expand the Advanced Payments Tab and click on New Payment.
2. Click New Payment.
3. Select the type of ACH Transfer you wish to draft.

ACH Collection	Collect a payment and debit the recipient's account at their Financial Institution. *You must have written authorization from the recipient to perform this type of transaction. You may be asked to provide Machias Savings Bank proof of authorization at any time.
ACH Payment	Send a Credit to the recipient's account at their Financial Institution.
Payroll	Send a Direct Deposit Payroll Credit to the recipient.

Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

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4. Complete the following in Origination Details:

- ▲ SEC Code
 - PPD- Used for Debits or Credits to a Personal Account
 - CCD- Used for Debits or Credits to a Corporate Account
- ▲ Company Entry Description- Optional record used to describe the purpose of the entry.
- ▲ To/From Subsidiary- The company you wish this ACH to be originated from.
- ▲ Account- For Collections this is the account that will be Credited. For Payments and Payroll this is the account that will be debited.
- ▲ Effective Date- The date you intend for the entry to post to the recipient's account.
 - ACH Processing and Settlement will not happen on weekends or Bank Holidays.
 - For Payments and Payroll your account will be debited on the Processing Date. The Processing date is the banking day before the Effective Date.
- ▲ Recurrence- Set Schedule and choose how often to repeat if you wish for the ACH to be repetitive.
- ▲ Recipient/Account- Choose from existing recipients or choose *New Recipient* and follow the table below for instructions on how to set up a new Recipient.
- ▲ Amount- Amount of the ACH.

Recipient Details

Display Name	A name you will easily recognize as the recipient
Email Address	Enter the recipient's email address and check the box to "Send email notifications for payments" if you wish for the recipient to be notified via email when the ACH is processed.
Account Type	Choose the appropriate account type for the recipient.
Account	The Recipient's Account number at their Financial Institution.

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ACH Transfers

Financial Institution (FI)	Name or Routing Number of Financial Institution where the Recipient's account resides. Choose from the dropdown once the correct FI appears.
ACH Routing Number	Will prefill with the routing number belonging to the FI entered above.

- ▶ Click on the Orange Checkmark to collapse the Account Details section

Recipient Details Continued	
Recipient Name	Recipient's Name as recognized by the Beneficiary FI
ACH ID	Optional Field where you can enter a customer or employee number that is meaningful to you for the recipient.

- ▶ Choose *Use Without Save* or choose *Save Recipient* to store this information for future use.
- ▶ Enter an Optional Addendum. An Addendum is supplemental data concerning the entry that will be delivered to the Recipients FI along with the entry.

5. Click on *Add another recipient* to add multiple recipients to the ACH File.
6. Once you are finished, click *Draft* if you would like to wait or *Approve* if you are ready to authorize the ACH.
7. To Approve you will be asked to authorize the transaction by entering a Secure Access Code delivered via voice call or text. If you are a Token User, you will need to enter the code from your Security Token.

Reference the Online Banking Terms and Conditions to review any additional requirements for use of this service. Terms and Conditions can be found on our website machiassavings.bank or by following this link [here](#).

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