


ACH Reminders

Please keep in mind the following guidelines when processing ACH items:

- Ensure the proper authorizations for origination of entries are being obtained as well as archived for at least two years after the termination of authorization agreement.
- If you are originating direct deposit or direct payment entries, please ensure pre-notification entries are being originated at least three business days prior to the first monetary entry to receiver's account.
- Ensure properly authorized individuals are initiating entries to Machias Savings Bank.
- NOC (notification of change) edits should be made prior to the next entry originated to the receiver by the originator.

Also, please remember that you are required to comply with all Nacha Rules regarding the origination of entries into the ACH network. To obtain a current copy of the Nacha rules you can visit the ACH Rules section of the Nacha website or use the following contact information:

 www.nacha.org

 Nacha – The Electronic Payments Association
13450 Sunrise Valley Drive,
Suite 100
Herndon, VA 20171

 Phone: 703-561-1100
Fax: 703-787-0006

As 2023 draws near, we'd like to remind you that we do not process ACH entries on federal holidays, so please be sure to schedule your transmissions, accordingly, based on the effective date of your items.

Our ACH processing windows are 9:30 a.m., 1:30 p.m., and our end of day cutoff time is 4:00 p.m. each business day. Any files received after this time will be processed the next business day.

2023 Federal Holidays:

<i>New Year's Day</i>	<i>January 2nd (Observed)</i>
<i>Martin Luther King</i>	<i>January 16th</i>
<i>Presidents' Day</i>	<i>February 20th</i>
<i>Memorial Day</i>	<i>May 29th</i>
<i>Juneteenth</i>	<i>June 19th</i>
<i>Independence Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>September 4th</i>
<i>Indigenous Peoples' Day</i>	<i>October 9th</i>
<i>Thanksgiving</i>	<i>November 23rd</i>
<i>Christmas Day</i>	<i>December 25th</i>

As always, please feel free to contact us with any questions you may have concerning your processing needs and meeting your business objectives.

*You can reach us by email at:
cashmanagementsolutions@machiassavings.com.*

