NEW **BANK SETUP**

ROUTING NUMBER	
BANK NAME	
STREET ADDRESS	
ADDRESS 2	
CITY	
STATE	
ZIP	
MAIN PHONE	
FAX	
CUSTOMER SERVICE PHONE	

CONTACTS

NAME		
POSITION		
EMAIL		
OFFICE PHONE		
CELL PHONE		
FAX		
ROLE	☐ INFORMATION ONLY	☐ CHANGES & SETUPS ☐ OVER-LIMIT APPROVALS

NAME	
POSITION	

EMAIL	
OFFICE PHONE	
CELL PHONE	
FAX	
ROLE	☐ INFORMATION ONLY ☐ CHANGES & SETUPS ☐ OVER-LIMIT APPROVALS

NAME	
POSITION	
EMAIL	
OFFICE PHONE	
CELL PHONE	
FAX	
ROLE	☐ INFORMATION ONLY ☐ CHANGES & SETUPS ☐ OVER-LIMIT APPROVALS

NAME	
POSITION	
EMAIL	
OFFICE PHONE	
CELL PHONE	
FAX	
ROLE	☐ INFORMATION ONLY ☐ CHANGES & SETUPS ☐ OVER-LIMIT APPROVALS

NAME	
POSITION	

EMAIL	
OFFICE PHONE	
CELL PHONE	
FAX	
ROLE	☐ INFORMATION ONLY ☐ CHANGES & SETUPS ☐ OVER-LIMIT APPROVALS

NAME	
POSITION	
EMAIL	
OFFICE PHONE	
CELL PHONE	
FAX	
ROLE	☐ INFORMATION ONLY ☐ CHANGES & SETUPS ☐ OVER-LIMIT APPROVALS

USER ROLES

BANK ADMINISTRATOR	Has the ability to read and perform all customer level functions in the system (create payments is not default and must be requested
BANK OPERATOR	Has the ability to read all customer level functions in the system and can perform all functions except Create Users, Edit Users and Payment Approval
BANK READ ONLY	Only has the ability to read all customer level functions in the system

VITALS

BRANDING	☐ YES ☐ NO
CUTOFF TIME (EST)	
SALES / ACCOUNT MANAGER	
ODFI TYPE	☐ OUTSOURCE ☐ SPONSOR
PASSWORD RESET	☐ 30 DAYS ☐ 60 DAYS ☐ 90 DAYS
SAME DAY ACH	☐ YES ☐ NO

ON-US DETAILS

ON -US FILE	☐ YES	☐ NO

DESTINATION ID	DESTINATION NAME
ORIGIN ID	ORIGIN NAME
ON-US DELIVERY TIME	FILE MODIFIER

RELEASE GROUPS

RELEASE GROUP
RELEASE GROUP TYPE

ODFI BILLING / CONTACT FOR BILLING (EMAIL INVOICES AND ACCOUNTING PURPOSES)

NAME	
BILLING EMAIL	
BILLING TYPE	☐ AUTOMATED ☐ OTHER _____
MONTHLY	
ORIGINATIONS	
FILE	
RETURNS	
LATE FILE	
HIGH RISK RETURNS	
DISHONORS	
OVERLIMIT	
TRANSACTION REVERSAL	
FILE REVERSAL	
SAME DAY ACH FEE	
SAME DAY ACH FILE FEE	

CLEARING ACCOUNT (IF APPLICABLE)

ROUTING							
ACCOUNT							
ACCOUNT TYPE	☐	CHECKING	☐	SAVINGS	☐	GL	☐	LOAN

RESERVE ACCOUNT (IF APPLICABLE)

ROUTING							
ACCOUNT							
ACCOUNT TYPE	☐	CHECKING	☐	SAVINGS	☐	GL	☐	LOAN

BILLING ACCOUNT (IF APPLICABLE)

ROUTING							
ACCOUNT							
ACCOUNT TYPE	☐	CHECKING	☐	SAVINGS	☐	GL	☐	LOAN

RETURN ACCOUNT (IF APPLICABLE)

ROUTING							
ACCOUNT							
ACCOUNT TYPE	☐	CHECKING	☐	SAVINGS	☐	GL	☐	LOAN

CUSTOMER DEFAULTS

BILLING TYPE	☐	BILL DIRECT	☐	BILL TO BANK	☐	BILL TO RESELLER	☐	BILL TO PARENT
BILLING STYLE	☐	BASIC	☐	DUAL				
ONE TIME SETUP FEE								
MONTHLY								
ORIGINATIONS								
FILE								
RETURNS								

LATE FILE

HIGH RISK RETURNS

DISHONORS

OVERLIMIT

TRANSACTION REVERSAL

REVERSAL FILE

VERIFICATION

SAME DAY ACH

SAME DAY ACH FILE FEE

RFA (REQUEST FOR AUTHORIZATION)

NOTES / COMMENTS