



# UNDERWRITING THIRD PARTY ADDITIONAL REQUIREMENTS

## UNDERWRITING MATERIALS AND GUIDELINES

- APPLICATION FOR EACH ORIGINATOR  
(INCLUDE EXAMPLE)
- ANNUAL NACHA AUDIT PROOF  
(2015 SELF AUDIT OR THIRD PARTY)
- RISK ASSESSMENT (2015)
- WEB AUDIT (2015)
- AUTHORIZATIONS PER ORIGINATOR  
(EACH SEC CODE)
  - Description of how authorization is obtained
- TEL REQUIREMENTS  
(SINGLE OR REOCCURRING)
  - Copy of TEL script
  - Receipt
  - Recordings
- WEB AUTHORIZATION PROCEDURES

## SAMPLE CONTRACTS BETWEEN THE THIRD PARTY AND ORIGINATOR'S MUST CONTAIN THE FOLLOWING INFORMATION:

- AUTHORIZE ODFI TO ORIGINATE ENTRIES TO  
RECEIVERS ACCOUNTS
- PARTIES TO AGREE TO BOUND BY NACHA RULES  
(INCLUDING PROOF SECURITY POLICIES,  
PROCEDURES ARE UP TO DATE)
- MUST AGREE NOT TO ORIGINATE ENTRIES THAT  
VIOLATE U.S. LAW
- RESTRICTIONS ON TYPES OF ENTRIES  
(WHAT TYPES OF SEC CODES WILL BE ACCEPTED)
- RIGHT OF TERMINATION
- RIGHT TO AUDIT (ODFI-PPS)
- THIRD PARTY SERVICE WILL ENTER INTO AN  
AGREEMENT WITH EACH ORIGINATOR THAT  
SATISFIES EACH OF THE ABOVE REQUIREMENT

- PROOF OF ANNUAL REVIEW PROCESS AND  
ACCESS TO ANNUAL REVIEW DOCUMENTS.  
LIST OF ORIGINATOR INFORMATION (EXCEL)  
TO INCLUDE:

- |                 |                     |
|-----------------|---------------------|
| » NAME          | » ZIP               |
| » BUSINESS TYPE | » PHONE             |
| » ADDRESS       | » TAX ID            |
| » CITY          | » TRANSACTION TYPES |
| » STATE         | » EXPOSURE LIMITS   |

