

Attachment 3

Office of Personnel Management

ACH Credit Instructions

| NACHA Record Type Code | NACHA Field | NACHA Data Element Name | Required Information |
|---------------------------------|----------------|--|--|
| 5 | 3 | Company/Agency Name | <i>(Enter the name of the payor/remitter. If you are a federal agency with a Payroll Office Number, also enter your PON number.)</i> |
| 5 | 6 | Standard Entry Class Code | CCD (or CTX) |
| 5 | 9 | Effective Entry Date | <i>(Enter intended settlement date.)</i> |
| 6 | 2 | Transaction Code* | 22 |
| 6 | 3 & 4 | Receiving DFI Identification (ABA routing #) | 051036706 |
| 6 | 5 | DFI Account Number | <i>(Enter 12 digit agency account number. OPM 2 Credit Gateway/DFI Account Number is: 824000002001)</i> |
| 6 | 6 | Amount | <i>(Enter payment amount.)</i> |
| 6 | 8 | Receiving Company/Agency Name | <i>(Enter identification information – up to 22 characters. Please enter “OPM2” (please make sure to enter “OPM2” and not just “OPM”, as there are several ALCs associated with OPM), AND a brief description of the transaction, e.g.; “Oct.FY12-2812”, “Premium Ref.”, “RITS Sept.10-30”.)</i> |

*ACH debits are not permitted to this ABA routing number. All debits received will be automatically returned.