

ACH TEMPLATE INSTRUCTIONS

UNITED STATES DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

ACH Credit Instructions

Please provide the following instructions to your Financial Institution for the remittance of Automated Clearing House (ACH) credits to the US Department of Justice, Office of Justice Programs. The grantee (remitter) is responsible for completing the **highlighted lines**. Instructions to help populate each line are on page 2. **The information for all other lines have been pre-populated and cannot be changed. All National Automated Clearing House Association (NACHA) Data Element Lines are required.**

	NACHA Record Type Code	NACHA Field	NACHA Data Element Name	Required Information
1	5	3	Grantee Name	(Grantee)
	5	6	Standard Entry Class Code	CCD
2	5	9	Date of Payment	(Date of Payment; similar to check date)
	6	2	Transaction Code	22
	6	3 & 4	Receiving DFI Identification (ABA routing #)	051036706
	6	5	DFI Account Number	815040001003
3	6	6	Amount	(Refund Amount)
4	6	8	Office of Justice Programs	(enter grant number – up to 22 characters)

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

Questions regarding these instructions should be directed to ACRBelectronictransfer@ojp.usdoj.gov or (800) 458-0786.

ACH Credit Instructions

1. Grantee Name – Enter the grantee name exactly as it is assigned on your grant award document.
2. Effective Date - Enter the payment date (similar to the check date).
3. Amount - Enter the refund dollar amount.
4. Receiving Company Name – Office of Justice Programs – Enter the grant number.