

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.