



## How the ACH process works

TRPC can initiate the funding of client payrolls and make the processing very easy and seamless. The primary points of this process are listed below. Please do not hesitate to ask if there are any questions about this information and/or the process.

The most important item to remember is that payrolls should never be provided to TRPC until the funds are available for TRPC to pull, from the authorized bank account, to cover the contributions.

- Do not provide payrolls to TRPC unless funds are available in the authorized bank account to fund the applicable contributions. Receipt of a payroll is our instruction to draft the account (based on the parameters below) for the total amount of the uploaded payroll(s).
- The ACH deadline is 2:00 p.m. (Eastern) each business day. Files received after this time will be processed the next business day (depending on the pay date of the file).
- ACH's are initiated automatically for all processed payrolls, received by the deadline, that are for pay dates of the next business day or prior. A couple of examples (all using Eastern times) are:
  - File received at 11:00 a.m. on 4/05 for a 4/15 payroll will not have an ACH initiated until 4/14 because the file is for a payroll dated more than one business day in the future. This feature allows you to upload files in advance.
  - File received at 2:15 p.m. on 4/18 for a 4/15 payroll will not have an ACH initiated until the next business day of 4/19 because the deadline passed before the DVC was received.
- ACH is initiated on "Day 1" and should be effective at the client's bank on "Day 2." With the exception of shifting dates for holiday's/weekends the payrolls will not have an ACH initiated more than one business day prior to check date. Our assumption on holidays where the bank is closed is that the client pays the day prior to the holiday. Therefore, for example, a 12/25 payroll would have an ACH initiation on 12/23 because we would assume the payroll checks would be dated 12/24. If a client has a pay date that falls on Saturday/Sunday our assumption is that this will be paid on Friday and the ACH would then be initiated on Thursday.
- If the client changes banks and/or any change resulting in different bank account information (ABA and/or Account number) TRPC should receive a new ACH agreement *prior* to the first payroll upload that should be drafted using the new account information.

**Please contact us with any questions!**

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