EFT/ACH Payment Registration
Instruction Guide

The following instructions are intended as an aid in the completion of the requested information on the ECF11 EFT/ACH Payment Registration form.

Section 1. "Customer / Company Information"
- Name and address of Customer who will be initiating the ACH Payments to AT&T.
- Treasury Contact – Name and contact information of person who can provide banking/financial support regarding EFT payment amounts.
- Daily Operations Contact – Name and contact information of person who may be creating/sending the daily EFT payment files to AT&T.

Section 2. "Customer Depository Financial Institution"
- Name and address of the customer's Bank, from where ACH transactions will be originated.
- EDI/EFT Contact - Name and contact information of person who can provide remittance information support regarding EDI payment transaction amounts. (Should this remittance option apply).
- Daily Operations Contact – Name and contact information of person who may be creating/sending the daily EDI payment transaction file. (Should this remittance option apply).

Section 3. "Customer (Payor) Payment Identification"

Note: This information is included in a standard ACH Batch Header Record (aka – the '5 Record'), and must match test and eventual production ACH's.
- Company Name – A maximum of 16 characters are used in positions 5 – 20. Must match test and production ACH files.
- Company Identification – A maximum of 10 characters are used in positions 41 – 50. This can be a DUNS number, Tax ID, etc. Must match test and production ACH files.
- DFI RTN/ABA Number – This is the routing number of the customer's bank used to originate ACH transactions. Must match test and production ACH files.

Section 4. "Customer (Payor) Options"

Note: This information alerts AT&T of the customer's choice of one of the 'Funds Payment' _and_ 'Remittance Information' combinations.
- CCD + (plus).
  - This _combination selection_ involves a single ACH transaction that _includes_ an addenda record containing a "single" billing account number & payment amount.
- CTX.
  - This _combination selection_ involves a single ACH transaction (sum total amount) that _includes_ addenda records as either:
    - RMR or RMT EDI segments with billing account numbers and payment amounts or,
    - A standard EDI 820 transaction set which can accommodate _multiple_ billing account numbers & payment amounts.