

ACH 101

Direct Credit



Information Collected:

- Customer name and contact information
- Bank *Routing Number* – this can be found on a check from the customer’s bank.
- Bank *Account Number* – this is the customer’s bank account number.
- Dollar amount of sale



Screenshot

What is it?

The Direct Credit Entry or Request (Credit Request or Credit) is a transaction the merchant initiates to deposit funds from their account to a vendor or customer account. It is simply the transfer of funds to another’s bank account from your own bank account.

Benefits:

- Automatically deposit funds to a vendors or customers account.
- Use our Customer Database to save customer profiles and group them for greater manageability.
- Reduce the cost for each transaction by eliminating paper checks, postage fees, late fees, etc.
- Saves time and energy – no more buying, printing, mailing, or depositing paper checks.
- Improved cash flow – with no more trips to the bank, the electronic method is fast, easy, and just plain better.

How does it work?

Once you have determined that a payment is to be provided to a vendor, customer, or another, the Credit is submitted for payment in the First ACH Payment Gateway after populating all of the information required on our Credit Request form (see *screenshot*). You can print a confirmation of payment submission and the funds will be deposited into your customer’s account on the Effective Date (day the payment was submitted) of the transaction and appear on a customer account statement as an “ACH” transaction.

Note: Credits may only be requested as single transactions.

Who uses Direct Credit Payments?

Almost anyone. All types of businesses can benefit from the efficiency and simplicity of First ACH Credit Payment. Some examples of how credits may be useful are:

- Providing corporate payables
- Pay bills
- Make donations, pay tithes
- Pay taxes – local, state, or federal
- Disperse funds to other offices, branches, or agents
- Fund employee accounts for benefits
- Fund investment accounts

Requirements:

Written authorization for payment must be collected from the customer to apply a Credit Request. First ACH provides an official ACH Payment Authorization form that can be used for this purpose. This form is in .pdf format, but can be customized to suit your brand identity and business needs.



ACH Authorization Form