ASAP PAYMENT FORMATS

PROCEDURES FOR RETURNING FUNDS TO ASAP

This section contains payment formats that must be used to return funds to ASAP. The Payment Requestor/Recipient Organization will provide these payment formats to its financial institution when requesting that the financial institution return funds to ASAP.

Payment Requestors/Recipient Organizations may provide a copy of this section to their financial institution for easy reference when a payment must be returned to ASAP.

Funds may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE. Full or partial amounts of payments received by a Payment Requestor/Recipient Organization may be returned to ASAP.

All funds returned to the ASAP system will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Financial Center to monitor returned items and ensure that funds are properly credited to the correct ASAP account. Returned funds which cannot be identified and classified to an ASAP account will be dishonored and returned to the originating depositary financial institution (ODFI).

It is essential that the Payment Requestor/ Recipient Organization provide its financial institution with ASAP account information (ALC, Recipient ID and Account ID) to which the return is to be credited.

Classified payments restore the balance of the ASAP account; in other words, the account balance is increased by the amount of the classified returned payment. Federal agencies will receive a notification when a return is classified to one of their accounts. Also, classified returned payments will appear in the on-line Account Statement Inquiry and on the user-requested Account Settlement Report.

I.   ACH Return Format

The format for ACH Returns is shown on Pages 3 and 4.

When to use this format:

!   when the **entire** amount of a payment is to be returned, and

!   when the funds are to be returned to ASAP on the next business day.

The Payment Requestor/Recipient Organization must provide the financial institution with the following information:

!   the ASAP account information, i.e., the ALC/Region, Recipient ID, and Account ID of the ASAP account from which the funds were originally requested.

The financial institution will put the ASAP account information in Field 7 of the addendum record.

ACH RETURN FORMAT

Entry Detail Record:

Field	Data Element Name	Contents	Size	Position
1	Record Type Code	6	1	01-01
2	Transaction Code	21	2	02-03
3	Receiving DFI Identification	05103680	8	04-11
4	Check Digit	3	1	12-12
5	DFI Account Number	Payment Requestor's bank account number	17	13-29
6	Total Amount	$$$$$$$$¢¢	10	30-39
7	Identification Number	optional	15	40-54
8	Number of Items Paid	numeric	4	55-58
9	Receiving Company Name	Payment Requestor's short name	16	59-74
10	Reserved	blank	2	75-76
11	Discretionary Data	optional	2	77-78
12	Addenda Record Indicator	1	1	79-79
13	Trace Number	assigned by FI	15	80-94

ACH RETURN FORMAT

Addendum Record:

Field	Data Element Name	Contents	Size	Position
1	Record Type Code	7	1	01-01
2	Addenda Type Code	99	2	02-03
3	Return Reason Code	any return reason code is acceptable	3	04-06
4	Original Entry Trace Number	copy from positions 80-94 of original entry detail record	15	07-21
5	Date of Death	leave blank	6	22-27
6	Original Receiving DFI Identification	copy from positions 04-11 of original entry detail record	8	28-35
7	Addenda Information	(ALC-Recipient ID-Account ID)	44	36-79
8	Trace Number	assigned by your bank	15	80-94

II.   ACH CCD+/CTX Formats for Returns

The ACH CCD+ format for returns is shown on page 6; the ACH CTX format for returns is shown on page 7. The format your financial institution will use depends upon which format your financial institution is capable of originating. Either format is acceptable.

When to use these formats:

!   when a **partial** amount of a payment is to be returned, and

!   when the funds are to be returned to ASAP on the next business day.

The Payment Requestor/Recipient Organization must provide the financial institution with the following information:

!   the ASAP account information, i.e., the ALC/Region, Recipient ID, and Account ID of the ASAP account from which the funds were originally requested.

The financial institution will put the ASAP account information in Field 3 of the addendum record.

ACH CCD+ FORMAT FOR RETURNS

Entry Detail Record:

Field	Data Element Name	Contents	Size	Position
1	Record Type Code	6	1	01-01
2	Transaction Code	22	2	02-03
3	Receiving DFI Identification	05103680	8	04-11
4	Check Digit	3	1	12-12
5	DFI Account Number	20180500	17	13-29
6	Amount	($$$$$$$$¢¢)	10	30-39
7	Identification Number	optional	15	40-54
8	Receiving Company Name	FMS ASAP	22	55-76
9	Discretionary Data	optional	2	77-78
10	Addenda Record Indicator	1 when addendum record is present 0 when no addendum record is present	1	79-79
11	Trace Number	assigned by your bank	15	80-94

Addendum Record:

Field	Data Element Name	Contents	Size	Position
1	Record Type Code	7	1	01-01
2	Addenda Type Code	05	2	02-03
3	Payment Related Information	(ALC-Recipient ID-Account ID)	80	04-83
4	Addenda Sequence Number	numeric	4	84-87
5	Entry Detail Sequence Number	same as last seven numbers of entry detail trace number	7	88-94

ACH CTX FORMAT FOR RETURNS

Entry Detail Record:

Field	Data Element Name	Contents	Size	Position
1	Record Type Code	6	1	01-01
2	Transaction Code	22	2	02-03
3	Receiving DFI Identification	05103680	8	04-11
4	Check Digit	3	1	12-12
5	DFI Account Number	20180500	17	13-29
6	Total Amount	($$$$$$$$¢¢)	10	30-39
7	Identification Number	optional	15	40-54
8	Number of Addenda Records	numeric	4	55-58
9	Receiving Company Name	FMS ASAP	16	59-74
10	Reserved	blank	2	75-76
11	Discretionary Data	optional	2	77-78
12	Addenda Record Indicator	1 when addenda are present 0 when no addenda are present	1	79-79
13	Trace Number	assigned by your bank	15	80-94

Addenda Records:

Field	Data Element Name	Contents	Size	Position
1	Record Type Code	7	1	01-01
2	Addenda Type Code	05	2	02-03
3	Payment Related Information	(ALC-Recipient ID-Account ID)	80	04-83
4	Addenda Sequence Number	addenda number starting at 0001	4	84-87
5	Entry Detail Sequence Number	same as last seven numbers of entry detail trace no.	7	88-94

III.   FEDWIRE (FUNDS) FORMAT FOR RETURNS

The section contains the expanded FEDWIRE (FUNDS) format for returning funds to ASAP. This format is the preferred layout for FUNDS Typecodes 1000, 1002, or 1008 sent to ASAP. The layout is not required by the ASAP application, but a financial institution's use of this layout when returning funds to ASAP will facilitate the processing of these wires. Financial institutions will have the standard portions of the expanded FUNDS format provided to them directly by the Federal Reserve; the ASAP-specific portions appear below.

When to use this format:

!   when a **full or partial** amount of a payment is to be returned, and

!   when the funds are to be returned to ASAP on the current business day.

The Payment Requestor/Recipient Organization must provide the financial institution with the following information:

!   the ASAP account information, i.e., the ALC/Region, Recipient ID, and Account ID of the ASAP account from which the funds were originally requested, and

!   the Federal Agency's short name.

The financial institution will put the information in the following fields:

{4200 /02} - ALC/Region
{4200 /03} - Recipient ID and Account ID
{4200 /04} - Federal Agency's short name

FUNDS TYPECODE 1000, 1002, OR 1008 - SENT TO ASAP
(Preferred Layout)

Field Tag / Element	Data Element Name	Field Length	Data Element Value
{3400} /01	Receiver ABA Number	9	**051036803**
{3400} /02	Receiver Short Name	13	**ASAP FRB RICH**
{3600}	Business Function	3	**CTR**
{4200} /01	Beneficiary ID Code	1	**N**
{4200} /02	Agency Location Code	8	ALC of the Federal agency granting funds to the Recipient Organization
{4200} /02	Region Code	2	A two character "suffix" to the ALC used to further identify the Federal agency
{4200} /03	Recipient Organization ID	7	Recipient Organization ID as established in the ASAP system which uniquely identifies the recipient of Federal funds
{4200} /03		1	Space
{4200} /03	Account ID	20	Account ID in ASAP as established by the Federal agency
{4200} /04	Beneficiary Name	10	Federal agency's short name
{5000} /01	Originator ID Code	1	**D**
{5000} /02	Account Number	17	Recipient Organization's bank account number at DFI from which funds are being returned
{5000} /03	Originator's Name	35	Name of the Recipient Organization on whose behalf the funds are being returned
{5000} /04	Originator's Address-Line 1	35	Recipient Organization's address-line 1
{5000} /05	Originator's Address-Line 2	35	Recipient Organization's address-line 2
{5000} /06	Originator's Address-Line 3	35	Recipient Organization's address-line 3