

**AUTOMATIC CLEARING HOUSE (ACH)
TERMINAL INSTRUCTIONS**

Servicer Name: _____
Contact: _____

1. Using the software provided by the Texas State Treasury, dial into the Treasury Financial Network.
2. **System:** Agency Number: _____
Servicer: Enter your agency number and press return.
3. **System:** Location Number: _____
Servicer: Enter your location number and press return.
4. **System:** Password: _____
Servicer: Enter your password and press return.
5. **System:** Select Transaction type: Add, Update, Delete, Inquiry or Exit (A, U, D, I, X).
Servicer: Enter to enter deposit information.
6. **System:** Enter TOTAL REMITTANCE: _____ Check digit: _____
Servicer: Enter the total deposit amount and press return. Check digit will appear on the screen to the right of the deposit amount.
7. **System:** BOND SERIES: _____
Servicer: Enter bond Series and press return.
8. **System:** REMITTANCE TYPE: 1-interim/final remittance, 2-payoff, 3-foreclosure, 4-penalty
Servicer: Enter remittance type and press return.
9. **System:** REPORTING PERIOD: ____/____/____
Servicer: Enter reporting period and press return.
10. **System:** ADMINISTRATOR LOAN NUMBER: _____
Servicer: Enter Administrator loan number and press return.
11. **System:** All data correct? Y/N Date remitted: ____/____/____
Servicer: Enter Y for yes, N for no and press return.
12. **System:** Trace number is _____. Print transaction letter? Y/N
Servicer: Enter Y for yes, N for no and press return.
13. **System:** Add another transaction? Y/N
Servicer: Enter Y for yes, N for no and press return.
14. **System:** Select transaction type: Add, Update, Delete, Inquiry, or Exit (A, U, D, I, X).
Servicer: Enter X to exit system