AUTOMATIC CLEARING HOUSE (ACH) TIPS

The following are a few notes about the ACH procedure:

1.   Important phone numbers:
      PC/Modem Method: (1200 Baud)   1-800-827-3001
                            (2400 Baud)   1-800-827-8001

      (If a local access number is not available for your area.)

      Touch-Tone Telephone: 1-800-669-6996
      State Treasury: (512)463-1306

2.   Modem Parameters - Baud setting: 1200

	Data Bits	Parity Bits	Stop Bits
Character Format	7	1	1
or			
Character Format	8	0	1

      - Even Parity   - All echoes should be off
      - Full Duplex   - No line feed insertion

3.   Call in funds for each Bond Program separately.

4.   Do not send any reports or documentation to the Veterans Land Board. At time of remittance, send all required documentation to Administrator.

5.   To make a correction (PC Method only):
      a.   If error is noticed in the field being entered, simply backspace and retype the correct information.
      b.   If error is noticed after field is entered, type "cancel" in the next field and start over.
      c.   If error is noticed after trace number is generated, enter your location number and password. Enter "c" for change and change the information according to field.

6.   After you complete call-in, keep a copy of the "print screen" of the transaction for future reference.

7.   To make a correction it must take place within the same 24 hour period of the original call-in.

8.   Explanation of error messages:

Field	Message
Remittance Amount	System will not allow amount over 99,999.00
Bond Series	Not a valid Series number
Type of Remittance	System will only allow 1-4 (4 = penalty remittance)
Reporting Period	Must be in MM/DD/YY format
Administrator Number	Must include Administrator's nine digit loan number. Contact Administrator if not available.

9.   To calculate check digit:
      Add the number of digits (including cents) to the sum of all digits.
      For example: check digit of 35.00 is 14.
      Number of digits (6) + sum of these digits (8) = 14