First Data
b›yond the transaction

Omaha - NACHA Update Request Form

February 2014

Date:	
ISO Name:	YESMUA CORP.
ISO Contact Name:	JIMMY NGUYEN
ISO Phone Number:	714-554-4630
ISO Email Address:	INFO@YESMUA.COM
Omaha Merchant Number:	
Merchant DBA:	
Merchant (Requestor's) Name:	
Merchant Phone Number:	

	Current Values			New Values		
ACH Days Hold						
ACH Adjustment/Mthly ACH Flags	**0**	**/**	**0**	**1**	**/**	**1**

ACH ADJUSTMENT FLAG VALUES - '0' INDICATES FLAG OFF, AND '1' INDICATES ON

	Current Values	New Values
ABA / Routing Number:		
DDA / Account Number:		

(Affix voided check here)

_____
Merchant Signature
* Required for Banking Updates*

_____
Date

_____
ISO Signature
Required

_____
Date

February 2014

Omaha-NACHA Update Request Form
(Updated February 12, 2014)

Overview: Submit the Omaha NACHA Update Request form to resolve related NACHA/ACH rejects.

To ensure timely processing, completed forms are to be submitted through MSC by opening a **Maintenance** request:

- Make sure the MID/DBA Name on the work order matches what is on the supporting documentation provided, including the completed maintenance form.

- Select **Omaha** as the Acquirer platform; **Omaha** as the Authorization Network.

- When adding the work order, select **Banking, Funding, Rates & Fees** as the work order category; select **ACH Reject** for the work order type.

- Make sure all pertinent documents are attached to the work order, including the completed maintenance form.

Pertinent items of note when completing the form:

- The Omaha NACHA Update Request form must always be signed and dated by the client; signed by both the client and merchant if a banking change is being requested to resolve NACHA/ACH rejects.

- In the event the change is being made because of an ISO keying error at the time of boarding, the client can provide a signed and dated MPA to satisfy the signed Omaha NACHA Update Request form requirement. However, the Settlement Information (Banking) section must be completed if providing the MPA.

- Unless otherwise indicated by the submitted, the ACH Days Hold setting will set to "00" (or "01" for Tier II Merchants) when processing a NACHA update.

- A bank letter must accompany the completed Omaha NACHA Update Request form; voided check can be provided if a banking change is being requested. Each must meet the following requirements

    - *Voided/cancelled check*
        - Must have bank name on the check.
        - **Must have Legal, DBA, or IRS Filing name pre-printed on the check that is currently on the merchant account record; business address is not required. Starter checks are not permissible.**
        - Checks must not have any alterations such as address labels, or white-out.
        - DDA/TR must be MICR encoded on the bottom of the check.
    - *Bank Letter*
        - Must be on bank letterhead (i.e. bank name and logo).
        - Reference to the Legal or DBA Name must be present in the letter.
        - **DDA and ABA Transit Routing must be referenced on the letter. Multiple DDA/ ABA TR numbers on a single letter are acceptable.**
        - A dated letter is not required, but strongly preferred.
        - Letter must be typed or pre-printed format only (for the latter, ABA TR/DDA can be handwritten legibly on a pre-printed letters only).
        - Name of Bank Official and contact information must be printed on the letter.
        - **The letter must state that the account is open.**
        - **If the request is to resolve a NACHA reject for reason codes R08, R16, or R29, the letter must state the account can accept incoming debits.**

    - **Sample Checks, Check Re-order slips, Direct-Deposit advices, or documentation that is not listed above are not allowed. Requests without proper documentation will be rejected.**

Requests submitted incorrectly will result in delays in processing, which may ultimately require the resubmission of your request.

Please allow 2 full business days for processing. Rush requests are processed on a best efforts basis.