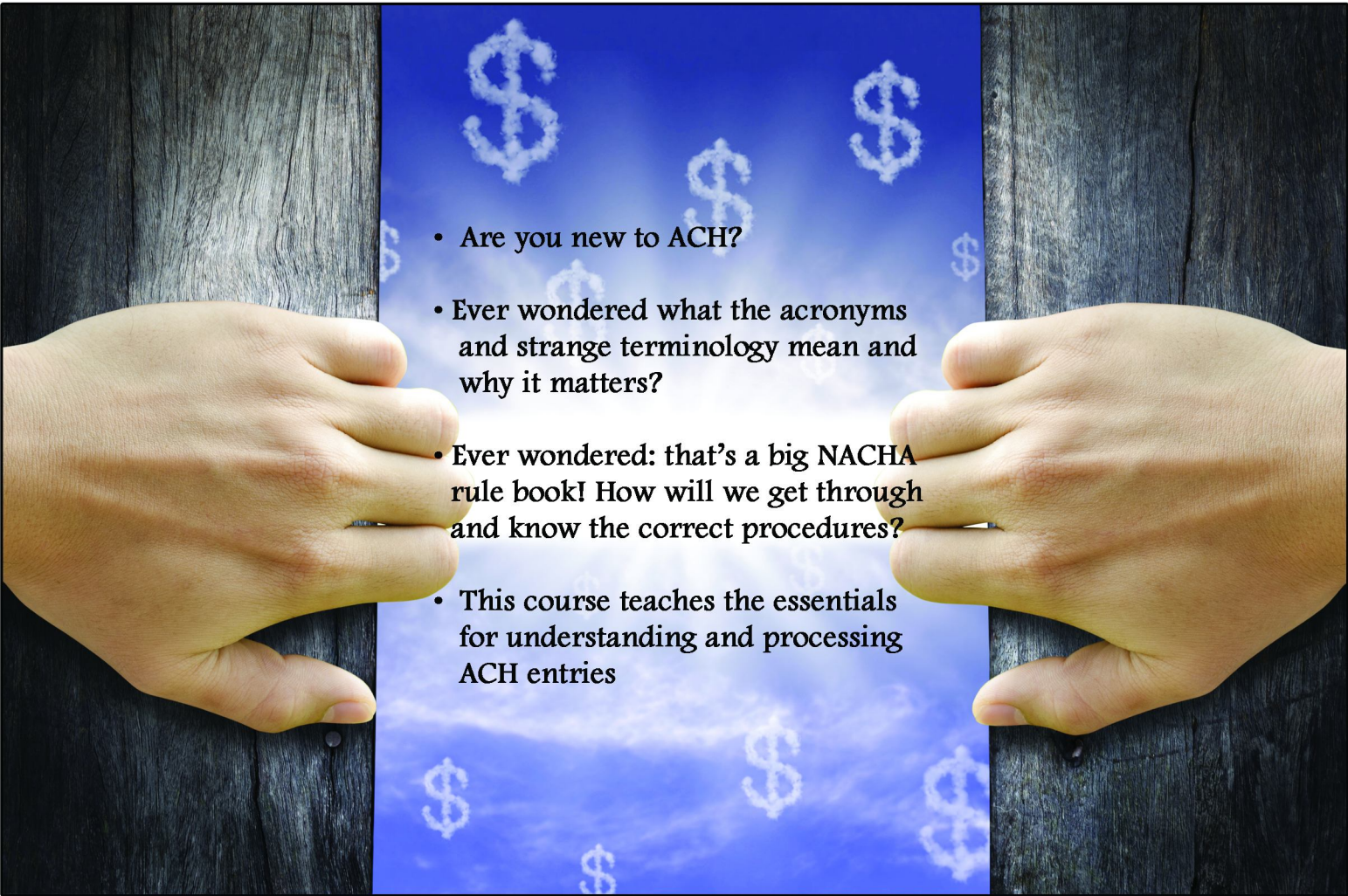


# ACH for Beginners: Essentials, Common Issues, Acronyms & Timeframes



- 
- Are you new to ACH?
  - Ever wondered what the acronyms and strange terminology mean and why it matters?
  - Ever wondered: that's a big NACHA rule book! How will we get through and know the correct procedures?
  - This course teaches the essentials for understanding and processing ACH entries



May 22, 2018  
Springfield, IL  
June 6, 2018  
Lisle, IL

# Course Introduction

This session explains general ACH rules in a real-world, easy-to-understand approach. Attendees learn the essentials of understanding the ACH system and daily processing as well as steps for handling some common issues. Learn to talk the “lingo” with the best of them!

## Who Should Attend?

New and relatively new ACH personnel and operations staff who want a better understanding of ACH.

## Key Topics

### RDFI

- ACH system and processing
- ACH dates and availability
- Common ACH application (SEC code) types
- Prenotifications
- ACH returns
- Notice of change (NOC)
- DNE/death process & returns
- Dishonored ACH returns
- Contested dishonored ACH returns
- Addenda records
- Stop payments
- Written statement of unauthorized debit (WSUD)

### ODFI

- Loan and automatic transfer-authorization agreements
- Origination agreements between the bank and the originator
- Setting up new originators and establishing exposure limits
- Proper security measures
- Originating prenotifications
- Receiving notices of change (NOCs) on originated entries
- Receiving returns on originated entries
- Miscellaneous information

**This class strategically allocates its objectives into education on the receiving side (RDFI) in the morning and early afternoon, followed by the origination side (ODFI) later in the afternoon.**

The class reviews common issues and how to “get it right” including:

- Proper return codes and deadlines
- Stop payment versus written statement versus Regulation E
- Federal government benefit payment returns
- Originator due-diligence and exposure-limit requirements
- Origination by the financial institution of pre-authorized transfers and loan payments

### ***What Others Have Said:***

*“Nicole is great! She always has the most up-to-date, pertinent information and always keeps it interesting.”*

Brenda Haynes, AVP/Ops Manager  
Sauk Valley Bank, Sterling

*“Nicole is an awesome speaker and very knowledgeable! I found her session very informative ”*

Laurie Schoenbeck, Data Processing/Teller  
First Community Bank & Trust, Beecher

*“Nicole’s session opened my eyes to quite a bit of things I didn’t know. She covered so much information during the session!”*

Cheryl Arndt, Data Processor  
First National Bank of Ava

# About the Presenter

**Nicole Meinhardt**, CPA, AAP and senior manager at Wipfli LLP, Sterling, IL leads this seminar. In addition to providing ACH-training courses, Meinhardt has performed and managed hundreds of ACH exams for financial institutions since 2005. She became an Accredited ACH Professional (AAP) in 2008. She also provides taxation research, planning, and preparation; and fixed-asset accounting services throughout the Wipfli LLP client base. She also assists in S-corporation elections and shareholder-trust reviews. She worked in banking for five years before joining Wipfli LLP in 2004. Meinhardt graduated from the University of Illinois, Urbana with a bachelor's of science degree and a masters of science degree in accounting.



# Registration Fees

Fees include hand-out materials, refreshment breaks, and lunch. An income-tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills.

## Cancellation Policy

Registrants cancelling two days prior to each seminar receive 100% refund; one day prior, 50%; the day of the seminar, no refund. **All cancellations must be made in writing prior to the seminar day. Invoices and training materials will be sent to all "no shows."**

## CBAI MEMBER

One person.....	\$265
Two or more from same banking institution .....	\$245 each

## \*\*PROSPECTIVE-MEMBER

One person.....	\$465
Two or more from same banking institution .....	\$445 each

***CDD members receive a 10% discount.***

**\*\*Only financial institutions/firms eligible for CBAI membership.**

**Please note that CBAI does not issue confirmations, with the exception of on-line registrations, but feel free to call the Association headquarters to confirm your registration.**

# Registration Form

## ACH for Beginners: Essentials, Common Issues, Acronyms & Timeframes

### Please specify

\_\_\_ May 22, 2018, Shazam Education Center, Springfield

\_\_\_ June 6, 2018, Hilton Lisle/Naperville

### Please Print

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel. No. \_\_\_\_\_

Name/Title \_\_\_\_\_

E-Mail \_\_\_\_\_

Name/Title \_\_\_\_\_

E-Mail \_\_\_\_\_

\_\_\_ I have special needs, please contact me before the seminar.

### Please select your payment method.

\_\_\_ Check Enclosed                      \_\_\_ Check in Mail

\_\_\_ Pay at Door                              \_\_\_ Credit Card\*

***\*If you are paying by credit card, please fill out the following information. (Visa & MasterCard accepted).***

Name as It Reads on Card \_\_\_\_\_

Company Name on Card \_\_\_\_\_

Billing Address of Card \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_



**Mail it in:**  
CBAI Education Department  
901 Community Drive  
Springfield, IL 62703-5184



**Fax it in:**  
(217) 585-8738



**Call it in:**  
(800) 736-2224 (Illinois only)  
(217) 529-2265



**Click it in:**  
[www.cbai.com](http://www.cbai.com)

## Dates and Locations

### May 22, 2018

Shazam Education Center  
CBAI Headquarters  
901 Community Drive  
Springfield, IL  
217/529-2265

### June 6, 2018

Hilton Lisle/Naperville  
3003 Corporate West Drive  
Lisle, IL 60532  
630/505-0900

## Agenda

Registration begins at 8:30 a.m.  
The seminar runs from 9 a.m. to  
approximately 4 p.m. A continen-  
tal breakfast & lunch are provided.

CBAI is a registered Public Ac-  
counting Continuing Professional  
Education (CPE) provider by the  
Illinois Dept. of Financial and Pro-  
fessional Regulation.

## For More Information

Tracy McQuinn, Sr. Vice President  
Valerie Johnston, Vice President  
Melinda McClelland,  
Vice President  
Jennifer Nika & Tina Horner,  
Administrative Assistants  
Department of Education  
& Special Events  
800/736-2224 217/529-2265  
Fax: 217/585-8738  
Terry Griffin,  
Vice President Chicago  
708/714-3333

Visit us on-line at [www.cbai.com](http://www.cbai.com)

