INSTRUCTIONS - COURTESY CERTIFICATE OF DEPOSIT REGISTRATION FORM

Purpose of Form: The Courtesy Certificate of Deposit Registration Form is used by Agencies to inform Banking of incoming ACH receipts that the Agencies want coded to a specific PCA and Object code. In order for Banking to be able to code an incoming ACH to a specific PCA and Object, that receipt must contain a unique set of data that is not contained in any other ACH receipt received by the State. Once Banking receives and approves this form, Banking will input the information into its ACH processing program. The Treasurer's ACH processing program compares every incoming ACH to its database of registered CCDs and any receipts that match the database will have an automatic journal entry created and submitted to GAD via computer interface that codes the receipt to the unique PCA and Object identified on this form. The Agency will not be required to enter these receipts into R*STARS. All Courtesy Certificate of Deposits processed will be faxed to the Agency the next day after being credited at the bank. Contact the Banking Services Division at (410) 260-7847 with any questions.

Form Instructions:

AGENCY INFORMATION

FINANCIAL AGENCY CODE – Insert the three-digit Financial Agency Code (e.g., E20) as well as the six-digit Stars Code (e.g., 240201).

AGENCY NAME – Insert the agency name.

FISCAL OFFICER – Fiscal Officer's name.

PHONE NO – Insert the phone number for the Fiscal Officer.

FAX NO – Insert the full 10-digit fax number to which the Agency's Fiscal Officer should receive the daily ACH deposit report.

FISCAL OFFICER'S SIGNATURE - Fiscal Officer's signature.

INCOMING ELECTRONIC RECEIPT INFORMATION

COLUMN (1) - ACTION – Indicate whether this is a new registration, an edit of an existing registration or a request to delete an existing registration. Fill in the column with the appropriate numerical code - 1, 2 or 3.

ADD=1 REVISE=2 DELETE=3

COLUMNS (2, 3, 4) - PCA, INDEX and OBJECT CODE - Enter the Agency's revenue or expenditure accounts to be credited.

COLUMN (5) – TRANSACTION CODE – Enter one of the three transaction types available to process electronic receipts.

REVENUE=199 EXPENDITURE REFUND =198 ACCOUNT RECEIVABLE=452

COLUMN (6) – TYPE OF TRANSACTION – Enter the type of Electronic Fund Transfer (EFT) to be received.

CREDIT CARD=CC DRAW DOWN=DD LOCKBOX=LB STANDARD ACH=SA

COLUMN (7) – AGENCY CODE - Enter the three-digit Financial Agency Code (e.g., E20).

COLUMN (8) – Payer transaction identification information (e.g., merchant number for credit card transactions, grant numbers for federal drawdowns or other identification numbers). This column is equivalent to the NACHA 6-7 field.

Note: Identifying information on the incoming electronic receipts must be identical to the unique data of the validation fields on this registration in all respects including character positioning and spaces. Validation of the data on the ACH receipt to data on the registrations is done character by character so even the number of spaces between words or characters must be exactly the same. For instance, if an Agency files a registration that indicates a receipt will have A2001 A2001 P1 in Individual ID number field (NACHA Field 6-7) and the ACH receipt arrives with A2001A2001P1 in the 6-7 field, the ACH receipt will not be recognized by the processing system as related to the registration because there was no space between the 1 and the second A.

Send completed form to the Banking Services Division, Maryland State Treasurer, Louis L. Goldstein Treasury Building, 80 Calvert Street, Annapolis, MD 21401 or via fax at 410-974-2076.