

ACH Pooling enables automatic Gift Card fund transfers between separate businesses that participate in a multi-merchant Gift Card program.

This document serves as a guideline for multiple locations and/or franchise locations that wish to sign up for ACH pooling which allows for funds to be moved automatically between locations based on their issuance location, added dollar value, and redemption amount.

- ACH pooling functionality enables merchants with gift card programs to have funds moved appropriately between locations. It eliminates the accounting issue of having to manually transfer funds between individual locations each time a gift card transaction takes place. ACH Pooling automatically handles this process for all locations.
- The ACH process takes place between locations and the corporate account every night and allows the corporate account to serve as the central payment account. Funds are sent to the corporate location and then sent to the locations for tracking purposes.
- Items required for setup are a Gift Card Merchant Agreement for each location, a voided check for each participating location, an ACH Pooling agreement for each location, and a voided check for the Central ACH Pooling bank account.

**Automated
ACH Pooling
is designed to
save money,
time &
resources.**

Schedule of Charges/Fees

- \$5.00 ACH Pooling Monthly Service Fee (per location)
- \$0.25 ACH Pooling Batch Fee (per day & per location*)
*Fee applies separately for issuance & redemption transaction types taking place during a day
- \$25.00 NSF Fee (in the event that debits are rejected)

Merchant Bank Notification & Verification

- Advance notice to the merchant's bank is recommended to avoid "Unauthorized ACH Transaction" returns. Merchant should advise their bank that Gift Card Processor will be electronically debiting and crediting merchant's account using the following company codes: **9000001000** and **9000+6 digit terminal number**.
- The fees listed above do not include any charges that the merchant's corporate bank may charge to accept ACH batch transactions. It is the merchant's responsibility to verify this information directly with their bank.

ACH Pooling Transaction Flow

