

Automated Settlement Authorization – ASA

Instructions

Please follow these procedures when filling out the AUTOMATED SETTLEMENT AUTHORIZATION (ASA) form. This form is used exclusively for credit unions that will have U.S. Central as their endpoint and settle through their Corporate CU. It is completed for all new clients. The majority of U.S. Central endpoint clients use their routing and transit number as their account number. Rarely is there a need to change account numbers. When that need does arise, the ASA is required as well.

The procedures are numbered to coincide with the ASA form.

Completing the ASA

1. This line advises Settlement as to the intention of this ASA form. This information can be obtained on the Contract Release form. Please check one of three choices.
 - “New Account” is checked when we are setting up the credit union’s clearing accounts for the first time.
 - “Add Networks” is used only for existing clients that require additional networks. This is considered a revision on the Contract Release form.
 - “Change of Accounts” denotes a change in either the settlement agent or a change of the clearing and/or fee account numbers. This change is extremely rare since credit unions are required to use their routing and transit number as their account numbers except in a few situations. An incorrect routing and transit number or a client switch to a pseudo account number issued by the Card Services Contracts Department are the only exceptions.
 - “Consolidate settlement to one net position” is checked if the client wants their settlement to consolidate to one net position.

Note: More than one option may be checked only when the financial institution changes account information and adds networks simultaneously.

2. The four digit alpha/numeric logo issued by Card Services is printed in capital letters on this line.
3. The complete name of the client is printed here.
4. The complete street address of the credit union is printed on this line.
5. The city, state, and zip code for the financial institution is printed on line five.

Automated Settlement Authorization – ASA

6. This line is reserved for the client's routing and transit number. In certain circumstances, a pseudo routing and transit number will be assigned by the Contracts Department of Card Services. Client Services and Settlement work together to advise U.S. Central that a pseudo number has been set up.
7. The Corporate name or Settlement Agent name that our client will be clearing through is printed on this line. The Corporates are arranged by region and normally credit unions in that region must use their respective Corporate. A list is supplied of all the Corporates being used by Card Services. Credit Unions wishing to use a correspondent bank or wishing to clear through themselves must use Fleet Bank as an endpoint. In the event that a new Corporate is used, Client Services notifies Settlement, Application Support, and U.S. Central.
8. This line contains the nine-digit routing and transit number of the correspondent bank printed on line seven. The ninth digit is the check digit and is required.
9. The Credit Union's Account Number at the Corporate is the account to which the client wishes their daily settlement (IF65) and adjustment (IE55/AA) figures to post. This is always the credit union's routing and transit number except in certain circumstances where a pseudo number is issued by Card Services. The check digit is required. This account number would be the same for all settlement fees as well as SPC activity.
10. When a client is set up for the first time, all of the networks they participate in are listed here. Clients wishing to add networks only list those networks added.
11. The Representative at Corporate who is approving the ASA will sign and date here.
12. Name and title of the Corporate representative are printed here.
13. Credit Union Representative signs and dates here.
14. Name and title of the Credit Union Representative are printed here.

<p><i>Note: The ASA must be signed off by Corporate before being submitted to Card Services for processing.</i></p>
