



Please complete electronically, or if printed use black ink only.

1 ORIGINATOR INFORMATION

Organization Name _____
ACH File Name _____
File Settlement Date _____
Authorized Signature _____

2 INSTRUCTIONS

- Complete one calendar for each ACH file you regularly process. For example, if you regularly process a payroll, tuition payment and a vendor invoice file, submit three completed calendars.
- Circle the dates you wish to have your ACH transactions processed. For example, if you would like your payroll/donor file to settle on Monday, January 11, 2021, the file processing date would be Friday, January 8, 2021. In this example you would circle January 8, 2021 on the calendar.
- Submit the calendar(s) to ECCU via fax at 714.671.5772 by December 31, 2020 for uninterrupted service.
 - UNSCHEDULED FILES- ECCU must be notified of the occurrence of any unscheduled file 3 banking days prior to processing in order to ensure the file will be processed.

NOTES

- PROCESSING DATE- One banking day before the effective/settlement date.
- SETTLEMENT DATE- The day your file transactions post to authorized accounts.
- DEADLINES- Files must be received by ECCU no later than 12:00 p.m. Pacific Time on your file processing date.
- Black-shaded dates indicate non-banking days. ACH transactions cannot be processed or settle to other accounts on non-banking days. ECCU does not accept ACH files on these days.
- Gray-shaded dates indicate days ECCU closes early. Files must be submitted by 11:00 a.m. Pacific Time.

January						
SN	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
SN	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
SN	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
SN	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
SN	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
SN	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
SN	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
SN	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
SN	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
SN	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
SN	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December						
SN	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	