

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 5, 2026, the file processing date would be Friday, January 2, 2026. In this example you would circle January 2, 2026 on the calendar.
- Submit the calendar(s) to AdelFi via fax at 714.671.5772, email to [ach@adelfibanking.com](mailto:ach@adelfibanking.com) or scan and submit via Secure Message in Online Banking by December 31, 2025 for uninterrupted service.
  - UNSCHEDULED FILES-** AdelFi must be notified of the occurrence of any unscheduled file 3 banking days prior to processing 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 AdelFi 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. AdelFi does not accept ACH files on these days.

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					

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		