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

- 1. 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.
- 2. 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 8, 2024, the file processing date would be Friday, January 5, 2024. In this example you would circle January 5, 2024 on the calendar.
- 3. Submit the calendar(s) to AdelFi via fax at 714.671.5772, email to ach@adelfibanking.com or scan and submit via Secure Message in Online Banking by December 29, 2023 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.

		nua	ary			February							March								April							
SN	М	Т	W	TH	F	SA	SN	М	Т	W	TH	F	SA	SN	М	Т	W	TH	F	SA	SN	М	Т	W	TH	F	SA	
	1	2	3	4	5	6		_			1	2	3		_				1	2		1	2	3	4	5	6	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
28	29	30	31				25	26	27	28	29			24 31	25	26	27	28	29	30	28	29	30					
May								June							July							August						
SN	М	Т	W	TH	F	SA	SN	М	Т	W		F	SA	SN	М	Т	w	TH	F	SA	SN	М	Т	w	TH	F	SA	
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23 30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	
September							October							December														
SN	М	T	W	TH	F	SA	SN	М	Т	W	TH	F	SA	SN	М	Т		ז <b>ber</b> TH	F	SA	SN	М	Т	W	TH	F	SA	
1	2	3	4	5	6	7	1		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31		-			