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## **NETWORK ADMINISTRATION FEES – FILING REQUIREMENTS FOR PARTICIPATING DEPOSITORY FINANCIAL INSTITUTIONS**

Form N-7 (2023) is provided for the purposes of reporting and submitting payment of Network Administration Fees, as required by the Nacha Operating Rules, on ACH entries that are transmitted or received under a direct send or “on-we” arrangement. These reporting requirements are not applicable to Participating DFIs whose entries are processed exclusively through an ACH Operator, where all applicable transaction volume will be reported to and fees collected by the ACH Operators on behalf of Nacha.

### ***Who Must File***

Any Participating DFI that transmits or receives entries that use the Nacha formats and/or are covered by the Nacha Operating Rules, where those entries are not processed by an ACH Operator, but instead are exchanged with another non-affiliated Participating DFI, either directly or through another entity, during the 2023 calendar year.

### ***Who Does Not Have to File***

Any Participating DFI that transmits and receives 100% of its ACH entries during 2023 through an ACH Operator or with affiliated Participating DFIs does not need to file Form N-7 (2023). All applicable Network Administration Fees are billed and collected on Nacha’s behalf by the ACH Operator, and appear on your customer statement as “Nacha Admin Network Fee/Entry” and “Nacha Admin Network Fee/Month.”

### ***When and Where to File***

Any Participating DFI whose direct send or “on-we” volume of entries originated and received exceeds 5 million for any quarter ending March 31, June 30, September 30, or December 31, 2023 must file on a quarterly basis thereafter. The submission deadlines for quarterly filers are April 30, July 31, and October 31, 2023, and January 31, 2024. Participating DFIs that exceed this threshold during the calendar year must aggregate all prior quarters’ fees in the current quarter’s payment. Participating DFIs whose direct send or “on-we” volume is below the threshold must submit their calendar year 2023 data and fees by January 31, 2024.

Completed forms and payment must be received by Nacha no later than the above deadlines. Submit forms electronically to [N7Form@nacha.org](mailto:N7Form@nacha.org).

Payment via ACH credit is preferred. The ACH credit must be initiated by the organization filing Form N-7. UPIC Routing & Transit # 021052053, Acct # 59058945. Use CCD format for single filing. Complete in Batch Header (1) Company Name (2) Company Entry Description (specify Form N-7 (2023)).

If paying by check, please make the check payable to Nacha and mail to: Nacha, Attn: Finance Department, 2550 Wasser Terrace, Suite 400, Herndon, VA 20171.

### ***Form Instructions***

Line 1. Enter legal name of Participating DFI.

Line 2. Enter mailing address of Participating DFI.

Line 3a. List the number of ACH entries transmitted and received by the Participating DFI that were not processed by an ACH Operator but were exchanged with another non-affiliated Participating DFI, either directly or through another entity, for the applicable period. Entries should be sorted by routing number of the non-affiliated DFI and include debits, credits and entries of non-value. If there are more routing numbers than spaces available, attach another sheet. Total columns and add together to calculate the grand total.

Line 3b. Enter the grand total from line 3a.

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Line 4. Represents the 2023 per entry fee of \$.000185

Line 5. Multiply line 3b by line 4 [example: (line 3b) 100,000 x (line 4) \$.000185 = (line 5) \$18.50]

Line 6. Payment due is equal to the amount on line 5. Indicate payment method. If amount on line 5 is less than one dollar, submit the completed form only; no payment is due.

***Still Need Additional Information?***

Downloadable Forms and Instructions are available at <https://www.nacha.org/content/network-administration-fees> or contact Nacha, 800-487-9180 or 703-561-1100 or email: [N7Form@nacha.org](mailto:N7Form@nacha.org).

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## FORM N-7 (2023)

**Select Filing Period and Deadline (check all that apply):**

	<i>Period</i>	<i>Filing Deadline</i>
<b>For annual filers:</b>	<input type="checkbox"/> December 31, 2023	January 31, 2024
<b>For quarterly filers:</b>	<input type="checkbox"/> March 31, 2023	April 30, 2023
	<input type="checkbox"/> June 30, 2023	July 31, 2023
	<input type="checkbox"/> September 30, 2023	October 31, 2023
	<input type="checkbox"/> December 31, 2023	January 31, 2024

**1.** Financial Institution Name \_\_\_\_\_

**2.** Business Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.** Direct Send Information

a. 2023 direct send ACH entries by routing number of non-affiliated Participating DFI (*see instructions*)

### DIRECT SEND DETAIL

ROUTING NUMBER	ENTRIES RECEIVED	ENTRIES ORIGINATED
<b>TOTALS</b>		
<b>GRAND TOTAL (TOTAL RECEIVED + TOTAL ORIGINATED)</b>		

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**FORM N-7 (2023)**  
**(continued)**

- b. 2023 total direct send ACH entries (*see instructions*) \_\_\_\_\_
- 4.** 2023 per entry fee x \$.000185
- 5.** Uncollected 2023 Network Administrative Fees (line 3b x line 4) \$ \_\_\_\_\_
- 6.** Payment Due: (Amount on line 5) Date of ACH credit \_\_\_\_\_ or Check \_\_\_\_\_  
(*If less than \$1.00, no payment due, submit form only*)

I declare that I have examined this form and to the best of my knowledge and belief, it is true, correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

*Submit completed form to:* N7Form@nacha.org

*Submit payment. Payment via ACH credit preferred:*

The ACH credit must be initiated by the organization filing Form N-7. UPIC Routing & Transit # 021052053, Acct # 59058945. Use CCD format for single filing. Complete in Batch Header (1) Company Name (2) Company Entry Description (specify Form N-7 (2023)).

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