

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

Form N-7 (2019) 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 2019 calendar year.

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

Any Participating DFI that transmits and receives 100% of its ACH entries during 2019 through an ACH Operator or with affiliated Participating DFIs does not need to file Form N-7 (2019). 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, 2019 must file on a quarterly basis thereafter. The submission deadlines for quarterly filers are April 30, July 31, and October 31, 2019, and January 31, 2020. 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 2019 data and fees by January 31, 2020.

Completed forms and payment must be received by NACHA no later than the above deadlines and should be mailed to: NACHA – The Electronic Payments Association, Attn: Finance Department, 2550 Wasser Terrace, Suite 400, Herndon, VA 20171. Payment may be made by ACH credit or check (made payable to NACHA).

To pay by ACH credit, 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 (2019)).

### ***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.

Line 4. Represents the 2019 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 by check, make check payable to NACHA. If payment by ACH Credit, indicate date of credit to be initiated by the business. See account information above for ACH Credit. 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/ach-network/administration-fees> or contact Member Services, 800-487-9180 or 703-561-1100 or email: [info@nacha.org](mailto:info@nacha.org).

# FORM N-7 (2019)

**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, 2019	January 31, 2020
<b>For quarterly filers:</b>	<input type="checkbox"/> March 31, 2019	April 30, 2019
	<input type="checkbox"/> June 30, 2019	July 31, 2019
	<input type="checkbox"/> September 30, 2019	October 31, 2019
	<input type="checkbox"/> December 31, 2019	January 31, 2020

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

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

**3.** Direct Send Information

a. 2019 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>		

**FORM N-7 (2019)**  
*(continued)*

- b. 2019 total direct send ACH entries *(see instructions)* \_\_\_\_\_
4. 2019 per entry fee x \$.000185
5. Uncollected 2019 Network Administrative Fees (line 3b x line 4) \$ \_\_\_\_\_
6. Payment Due: (Amount on line 5) Check enclosed \_\_\_\_\_ or Date of ACH credit \_\_\_\_\_  
*(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 \_\_\_\_\_

*Mail completed form and payment to:*

NACHA – The Electronic Payments Association  
Attn: Finance Department  
2550 Wasser Terrace, Suite 400  
Herndon, VA 20171