

**NOTE ~ Please Refer to the [USER GUIDE FOR CHILD SUPPORT PAYMENTS](#) for more detailed instructions on formatting ACH files with Child Support Addenda Records. The [USER GUIDE FOR CHILD SUPPORT PAYMENTS](#) can be downloaded on the Oregon Child Support Website.**

### OST Origination Record Layouts

File Header Record Type codes 1 through 9 are detailed below.

Field Requirements		
<b>M=</b>	<b>Mandatory:</b>	Any <b>Mandatory</b> field not included in an ACH record will cause that entry, batch, or file to be rejected by the ACH Operator
<b>R=</b>	<b>Required:</b>	The omission of a <b>Required</b> field may cause the transaction to be rejected by the Receiving Bank (RDFI)
<b>O=</b>	<b>Optional:</b>	The inclusion or omission of an <b>Optional</b> field is at the discretion of the Originator and Originators Bank (ODFI)

b = blank

TTTT = Federal Reserve Routing Symbol

AAAA = ABA Institution Identifier and Check Digit

### File Header Record (Record Type Code '1'):

Field#	Starting Position	Ending Position	Description	Value	Field Requirements	Comments
1	1	1	Record Type Code	'1'	M	Mandatory, 1 Position; 1 = File Header Record;
2	2	3	Priority Code	Numeric	M	Mandatory, 2 Positions; Numeric
3	4	13	Immediate Destination	bTTTTAAAC	M	Mandatory, 10 Positions; Routing # for receiving point to which the file is being sent. The 10 character field begins with a blank in the first position, followed by the four digit Fed Reserve Routing Symbol, the four digit ABA Institution Identifier, and the Check Digit.
4	14	23	Immediate Origin	bTTTTAAAC	M	Mandatory, 10 Positions; This field contains the name of the ACH Operator or sending point that is sending the file. The 10 character field begins with a blank in the first position, followed by the four digit Fed Reserve Routing Symbol, the four digit ABA Institution Identifier, and the Check Digit.
5	24	29	File Creation Date	YYMMDD	M	Mandatory, 6 Positions;
6	30	33	File Creation Time	HHMM	O	Optional, 4 Positions;
7	34	34	File ID Modifier	Upper Case A-Z; Numeric 0-9	M	Mandatory, 1 Position, Upper Case A-Z/ Numeric 0-9; sequential; Permits multiple files created on same date and between the same participants to be distinguished
8	35	37	Record Size	'094'	M	Mandatory, 3 Positions; Indicates # of characters contained in each record
9	38	39	Blocking Factor	'10'	M	Mandatory, 1 Position; defines the # of physical records within a block (a block is 940 characters) If the # of records within the file is not a multiple of 10, the remainder of the block must be 9 filled.
10	40	40	Format Code	'1'	M	Mandatory, 1 position; Identifies a code to allow for future format variations

11	41	63	Immediate Destination Name	Alphanumeric	O	Optional, 23 positions, Name of the receiving point for which the file is destined.
12	64	86	Immediate Origin Name	Alphanumeric	O	Optional, 23 positions; name of the sending point that is sending the file.
13	87	94	Reference Code	Alphanumeric	O	Optional, 8 positions; reserved for info pertinent to the Originator.

**Batch Header Record (Record Type Code '5'):**

Field#	Starting Position	Ending Position	Description	Value	Field Requirements	Comments
1	1	1	Record Type Code	'5'	M	Mandatory, 1 Position; 5 = Batch Header Record
2	2	4	Service Class Code	220	M	Mandatory, 3 Positions, Credits = 220; (State of Oregon accounts have Debit Blocks)
3	5	20	Company Name	Alphanumeric	M	Mandatory, 16 Positions, Alphanumeric, Upper Case/Descriptive purpose for the Receiver.
4	21	40	Company Discretionary Data	Alphanumeric	O	<b>PLEASE INCLUDE YOUR BUSINESS PAYROLL FAX NUMBER IN THE FIRST 10 POSITIONS OF THE COMPANY DISCRETIONARY DATA FIELD.</b>
5	41	50	Company ID	Alphanumeric	M	Mandatory, 10 positions; Used in Batch Control Record.
6	51	53	Std Entry Class Code	Alphanumeric	M	Mandatory, 3 Positions, permits various kinds of entries to be distinguished.
7	54	63	Company Entry Description	Alphanumeric	M	Mandatory, 10 Positions; Appears on customer bank stmtnt; Should be a way for Receiver to identify the transaction
8	64	69	Company Descriptive Date	Alphanumeric	O	Optional, 6 positions; Appears on customer bank statement, descriptive purpose only.
9	70	75	Effective Entry Date	YYMMDD	R	Required, 6 positions; Date specified by the originator, and is the date the originator intends a batch of entries to settle.
10	76	78	Settlement Date	Numeric	Inserted by ACH Operator	3 positions(Julian Date), inserted by receiving ACH Operator
11	79	79	Originator Status Code	Alphanumeric	M	Mandatory, 1 position; refers to the ODFI initiating the entry
12	80	87	Originating DFI	TTTTAAA	M	Mandatory, 8 positions; Rtn # used to identify the DFI originating entries within a given batch.
13	88	94	Batch Number	Numeric	M	Mandatory, 7 positions; assigned in ascending sequence to each batch within a file. This same # is used in Batch Control Record

**CCD Entry Detail Record (Record Type Code '6'):**

Field#	Starting Position	Ending Position	Description	Value	Field Requirements	Comments
1	1	1	Record Type Code	'6'	M	Mandatory, 1 Position; 6 = Entry Detail Record

2	2	3	Transaction Code	Numeric	M	Mandatory, 2 Positions; Identifies various types of debit and credit entries
3	4	11	Receiving DFI	'TTTTAAAA'	M	Mandatory, 8 Positions; Routing # is used to identify the Receivers Bank. The first 4 digits are Fed Reserve Rtn symbol, next 4 digits are ABA Institution ID
4	12	12	Check Digit	Numeric	M	Mandatory, 1 Position; Subfield within Bank Rtn #, can be computed using mod 10
5	13	29	DFI Account Number	Alphanumeric	R	Required, 17 Positions; Receiver's Bank Acct #, Obtained from the "onus" field of the MICR line of a voided check; Left Justified/Blank fill
6	30	39	Amount	\$\$\$\$\$\$cc	M	Mandatory, 10 positions; no decimals
7	40	54	Individual/ Identification Number	Alphanumeric	O	Optional, 15 positions; may be used by the originator to insert its own number for tracing purposes. The number by which the receiver is known to the originator
8	55	76	Receiving Company Name(CCD)/ Individual Name (PPD)	Alphanumeric	R	Required, 22 positions; Entered by the originator to provide additional ID for Receiver. May be helpful in identifying returned entries.
9	77	78	Discretionary Data	Alphanumeric	O	This field allows ODFI's to include codes, of significance only to them, to enable specialized handling of the entry.
10	79	79	Addenda Record Indicator	Numeric	M	Mandatory, 1 position; indicates the existence of an Addenda Record.
11	80	94	Trace Number	Numeric	M	Mandatory, 15 positions; Trace #- Is assigned by the Originator in ascending sequence and uniquely identifies each entry within a batch. The First 8 digits are always the Rtn # of the ODFI.

**CTX Entry Detail Record (Record Type Code '6'):**

Field#	Starting Position	Ending Position	Description	Value	Field Requirements	Comments
1	1	1	Record Type Code	'6'	M	Mandatory, 1 Position; 6 = Entry Detail Record
2	2	3	Transaction Code	Numeric	M	Mandatory, 2 Positions; Identifies various types of debit and credit entries
3	4	11	Receiving DFI	'TTTTAAAA'	M	Mandatory, 8 Positions; Routing # is used to identify the Receivers Bank. The first 4 digits are Fed Reserve Rtn symbol, next 4 digits are ABA Institution ID
4	12	12	Check Digit	Numeric	M	Mandatory, 1 Position; Subfield within Bank Rtn #, can be computed using mod 10
5	13	29	DFI Account Number	Alphanumeric	R	Required, 17 Positions; Receiver's Bank Acct #, Obtained from the "onus" field of the MICR line of a voided check; Left Justified/Blank fill
6	30	39	Amount	\$\$\$\$\$\$cc	M	Mandatory, 10 positions; no decimals
7	40	54	Individual/ Identification Number	Alphanumeric	O	Optional, 15 positions; may be used by the originator to insert its own number for tracing purposes. The number by which the receiver is known to the originator

8	55	58	Number of Addenda Records	Numeric	M	This number represents the number of addenda records associated with the Corporate Entry Detail Record.
9	59	74	Receiving Company Name/ ID Number	Alphanumeric	R	Required, 16 positions; Entered by the originator to provide additional ID for Receiver. May be helpful in identifying returned entries.
10	75	76	RESERVED	Blank	N/A	
11	77	78	Discretionary Data	Alphanumeric	O	This field allows ODFI's to include codes, of significance only to them, to enable specialized handling of the entry.
12	79	79	Addenda Record Indicator	Numeric	M	Mandatory, 1 position; indicates the existence of an Addenda Record.
11	80	94	Trace Number	Numeric	M	Mandatory, 15 positions; Trace #- Is assigned by the Originator in ascending sequence and uniquely identifies each entry within a batch. The First 8 digits are always the Rtn# of the ODFI.

### Addenda Record (Record Type Code '7'): (Example for CCD Addenda Record Layout)

Field#	Position	Position	Description	Value	Requirements	Comments
1	1	1	Record Type Code	'7'	M	Mandatory, 1 Position; 7 = Addenda Record
2	2	3	Addenda Type Code	'05'	M	Mandatory, 2 Positions; defines the specific interpretation and format for the Addenda Info; 05 applies to the following entries: ACK, ATX, CCD, CIE CTX, DNE ,ENR, PPD, TRX and WEB
3	4	83	Payment Related Info. Must follow Child Support Banking Conventions. See DED format under Tab 2	Alphanumeric	O	Optional, 80 Positions; An Asterisk ("*") will be the delimiter between the data elements, and the backslash("\") will be the terminator between data segments. Child Support Banking Convention guidelines for addenda records must be followed.
4	84	87	Addenda Sequence #	[Numeric]	M	Mandatory, 4 positions; # consecutively assigned to each Addenda Record following an Entry Detail Record.
5	88	94	Entry Detail Sequence #	[Numeric]	M	Mandatory, 7 Positions; Same as the last 7 digits of the Trace # from the Entry Detail Record

### Batch Control Record (Record Type Code '8'):

Field#	Starting Position	Ending Position	Description	Value	Field Requirements	Comments
1	1	1	Record Type Code	'8'	M	Mandatory, 1 Position; 8 = Batch Control Record
2	2	4	Service Class Code	220	M	Mandatory, 3 Positions; Credits = 220; Identifies the general classification of dollar entries to be exchanged
3	5	10	Entry/Addenda Count	Numeric	M	Mandatory, 6 positions; This count is a tally of each Entry Detail and each Addenda record processed within a batch

4	11	20	Entry Hash	Numeric	M	Mandatory, 10 positions; Sum of Rec DFI Field (8 digit routing #) from all entry Detail records in batch. Truncate left most digits if field overflow occurs. Hash Total is used to provide a check against inadvertent alteration of data contents due to hardware failure or program error.
5	21	32	Total Debit Amount	9999999999cc	M	Mandatory, 12 positions; Contains accumulated Entry Detail Debit totals within a given batch
6	33	44	Total Credit Amount	9999999999cc	M	Mandatory, 12 positions; Contains accumulated Entry Detail Credit totals within a given batch
7	45	54	Company ID	Alphanumeric	R	Required, 10 positions; Use # from Batch Header Company ID #.
8	55	73	Message Authentication Code (MAC)	Alphanumeric	O	Optional, 19 positions; This field is generally not used by State Agencies; The MAC is an 8 character code derived from a special key used in conjunction with the DES algorithm. Purpose of the MAC is to validate the authenticity of ACH entries.
9	74	79	Reserved	Blank	N/A	6 positions, Not Used
12	80	87	Originating DFI	TTTTAAA	M	Mandatory, 8 positions; Rtn # used to identify the DFI originating entries within a given batch.
13	88	94	Batch Number	Numeric	M	Mandatory, 7 positions; Must be same batch number # (Field 13) from the Batch Header Record

**File Control Record (Record Type Code '9'):**

Field#	Starting Position	Ending Position	Description	Value	Field Requirements	Comments
1	1	1	Record Type Code	'9'	M	Mandatory, 1 Position; 9 = File Control Record
2	2	7	Batch Count	Numeric	M	Mandatory, 6 positions; The value of this field must be equal to the number of Batch Header Records in the file.
3	8	13	Block Count	Numeric	M	Mandatory, 6 positions; Total number of physical blocks in the file, including both the File Header and File Control Records. (A block is 940 characters). Total number of records in the file must be divisible by 10 w/ no remaining records. 'Filler' records must be added at the end of the file to insure a full block exists. A 'filler' record has the value '9' in all 94 positions of the record.
4	14	21	Entry/Addenda Count	Numeric	M	Mandatory, 8 positions; This count is a tally of each Entry Detail and each Addenda Record processed, within the file.
5	22	31	Entry Hash	Numeric	M	Mandatory, 10 positions; Sum of Rec DFI Field (8 digit routing #) from all entry Detail records in the file. Truncate left most digits if field overflow occurs. Hash Total is used to provide a check against inadvertent alteration of data contents due to hardware failure or program error.
6	32	43	Total File Debit Amount	[9999999999cc]	M	Mandatory, 12 positions; Contains accumulated Entry Detail Debit totals within a given file

7	44	55	Total File Credit Amount	[9999999999cc]	M	Mandatory, 12 positions; Contains accumulated Entry Detail Credit totals within a given file
8	56	94	Reserved	Blank	N/A	NOT USED

**SAMPLE CCD Plus Format:**

The NACHA record formats for CCD+ entries flow in the following order:

**1 Record** ~ File Header Record

**5 Record** ~ Company/Batch Header Record

**6 Record** ~ Entry Detail Record

**7 Record** ~ Addenda Record (1 addenda with 80 byte Payment Related Information Field; DED Segment inserted here)

**6 Record** ~ Entry Detail Record

**7 Record** ~ Addenda Record (1 addenda with 80 byte Payment Related Information Field; DED Segment inserted here)

**6 Record** ~ Entry Detail Record

**7 Record** ~ Addenda Record (1 addenda with 80 byte Payment Related Information Field; DED Segment inserted here)

**6 Record** ~ Entry Detail Record

**7 Record** ~ Addenda Record (1 addenda with 80 byte Payment Related Information Field; DED Segment inserted here)

**8 Record** ~ Company/Batch Control Record

**9 Record** ~ File Control Record

**Child Support Addenda Convention**

(Refer to Child Support User Guide for detailed instructions on completing Child Support Addenda Record)

<b>Field Name Data Elements and Separators</b>	<b>Field Requirements Type ~ M = Mandatory/ O = Optional</b>	<b>Data Element~ See Data Element definitions provided in Child Support User Guide</b>	<b>Min/Max Use Minimum # of characters required/Maximum # of characters permitted in the field</b>	<b>Contents</b>
Segment Identifier			<b>3/3</b>	DED
Separator				*
Application Identifier	M	ID	2/2	CS
Separator				*
Case Identifier	M	AN	1/20	XXXXXXXXXXXXXX
Separator				*
Pay Date	M	DT	6/6	YYMMDD
Separator				*
Payment Amount	M	N2	1/10	\$\$\$\$\$\$\$¢¢
Separator				*
Absent Parent's SSN	M	AN	9/9	XXXXXXXXXX
Separator				*
Medical Support Indicator	M	AN	1/1	X
Separator				*
Absent Parent's Name	O	AN	1/10	XXXXXXXXXXXXXX
Separator				*
FIPS Code	O	AN	5/7	<b>41000</b>
Separator				*
Employment Termination Indicator	O	AN	1/1	X
Segment Terminator				\

**SAMPLE DED CONVENTION:**

**DED\*CS\*ZC146\*951024\*13547\*975348431\*N\*SMITH,HAR\*19000\*Y'**

(Reminder: due to the one-addenda limitation of the CCD+ format, the DED segment is restricted to a maximum of 80 characters.  
Note the use of the asterisk and backslash.)