

2022 PUBLICATIONS LIST AND ORDER FORM

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2022 Nacha Operating Rules and Guidelines – Online Resource Code <i>One online resource code is offered as a benefit of membership and is included with your complimentary book. Additional codes can be purchased.</i>	\$50.00	\$90.00		
2022 Nacha Operating Rules and Guidelines – Book	\$65.00	\$99.00		
2022 Nacha Operating Rules and Guidelines Book Tabs	\$10.00	\$15.00		
ACH Quick Reference (6 laminated cards)	\$25.00	\$45.00		
ACH Audit Guide (CD)	\$175.00	\$325.00		
RDC Risk Assessment Guide (CD)	\$175.00	\$325.00		
ACH Risk Assessment Guide (CD)	\$175.00	\$325.00		
ACH Policies & Procedures Manual (CD)	\$200.00	\$400.00		
ACH Compliance Manual - 10th Edition (Book)	\$60.00	\$100.00		
Third-Party Senders and the ACH Network – 3rd Edition (Book)	\$50.00	\$80.00		
ACH Risk Management Handbook, 7th edition	\$60.00	\$90.00		
Accredited ACH Professional (AAP) Exam Preparation Resources				
Accredited ACH Professional (AAP) Exam Information (PDF)	\$0.00	\$0.00		
2022 Nacha Operating Rules & Guidelines - Book	\$65.00	\$99.00		
ACH Compliance Manual - 10th Edition (Book)	\$60.00	\$100.00		
ACH Risk Management Handbook, 7th edition (Book)	\$60.00	\$90.00		
Third-Party Senders and the ACH Network	\$50.00	\$80.00		
ACH Product and Marketing Handbook (Book)	\$35.00	\$50.00		
ACHPro™ (CD)	\$100.00	\$200.00		
AAP Flashcards (Print)	\$100.00	\$200.00		
Bundle discount: All AAP exam prep resources listed above (Regular price: \$470 for members and \$819 for non-members)	\$380.00	\$660.00		

Resource	Price (includes shipping/handling)		Quantity	Total
	Member price	Non-member price		
ACH form samples (Microsoft Word® files delivered by email)				
ODFI Origination Agreement, Instructions, and Schedules	\$0.00	\$100.00		
Written Statement of Unauthorized Debit (WSUD)	\$0.00	\$40.00		
ACH Stop Payment	\$0.00	\$40.00		
ACH Origination Application	\$0.00	\$25.00		
ACH Audit Tracking Report	\$0.00	\$15.00		
Authorization for Direct Deposit	\$0.00	\$15.00		
Authorization for Direct Payment	\$0.00	\$15.00		
DNE Tracking Log	\$0.00	\$15.00		
Nacha Indemnification Agreement	\$0.00	\$15.00		
Reg. E Error Resolution Log	\$0.00	\$15.00		
Transmittal Letter	\$0.00	\$15.00		
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RESOURCE DESCRIPTIONS

2022 Nacha Operating Rules & Guidelines (Book or Online Resource)

The ACH Network is the driving force in the way consumers and businesses access, move and use their money. The Nacha Operating Rules & Guidelines is the foundation needed for every ACH payment. Understanding the rules and guidelines keeps your organization at the top of its field, ensuring efficient ACH payments, strengthening risk management practices and lessening returns and exceptions.

2022 Nacha Operating Rules & Guidelines Book Tabs

Use these pre-printed, self-adhesive Rule book tabs for easy access to the sections and information in the printed 2022 Nacha Operating Rules & Guidelines. The names of key sections are pre-printed on the self-adhesive tabs. Instructions for placing the tabs on specific pages within the book are also provided.

ACH Quick Reference (Laminated cards)

This handy reference provides Standard Entry Class codes, transaction codes, Return codes, Reject codes, Notification of Change codes and more on six easy-to-read, laminated cards you'll use daily.

ACH Audit Guide (CD)

This comprehensive ACH Audit Guide on CD provides you with assistance in completing your annual ACH Audit. The worksheets include tips for each specific compliance area. The CD includes: a pre-audit checklist, the audit worksheets, and a sample audit of Rules compliance report. Additionally, we have included for your reference a UCC 4A Disclosure & Primer and a glossary of ACH terms.

RDC Risk Assessment Guide (CD)

If you have deployed a branch capture process internally or offer an RDC service to your customers, did you know an RDC risk assessment needs to be performed? Are you looking for a tool to help conduct a risk assessment of your RDC program? Make sure you're ready for the questions that will be asked by regulators. This guide was developed so financial institutions can identify risks within an RDC program based on the places where checks are being captured. Checklists, process steps, interview questions and website resources are also included, in addition to an RDC end-user self-assessment form. The guide was created in Word and is available on CD.

ACH Risk Assessment Guide (CD)

All participating depository financial institutions are required to perform an ACH Risk Assessment. The ACH Risk Assessment Guide was developed to help your financial institution complete this requirement of the ACH Rules. The guide will walk you through a review of the risks associated with Third-Party Senders; Information Technology; Originators with Direct Access to the ACH Operator; Compliance Risks including BSA, AML, OFAC, and Regulation E among other areas of payment risk. Additional documents include a glossary of ACH terms and guidelines for risk ratings.

ACH Policies & Procedures Manual (CD)

Procedures for all aspects of your ACH program are an important piece of your institution's risk management and compliance programs. This publication will help you write procedures for your daily processes in an easy-to-understand format. Provided electronically on CD, the ACH Procedures Manual is in Word format, allowing you to add your step-by-step instructions right into the template. Additional resources provided include: sample ACH Policy, Regulation E error resolution flow chart, glossary of ACH terms, and other sample forms including a Stop Payment Request and Written Statement of Unauthorized Debit.

ACH Compliance Manual - 10th Edition (Book)

This manual explains the requirements of the Nacha Operating Rules & Guidelines on topics such as authorizations, disclosures, processing, funds availability, settlement, error resolution, returns, reversals, retention, audits, all Standard Entry Class Codes and more. It also provides a general overview of related Federal Regulations as well as helpful

compliance tips, a resource list, and glossary of terms. This manual is a valuable tool if you are preparing for your annual ACH annual or examinations by regulatory agencies. It is also an important resource for any candidate studying for the AAP exam.

Third-Party Senders and the ACH Network – 3rd Edition (Book)

This book provides a review of the legal requirements and processing obligations relating to the origination of ACH entries when a Third-Party Service Provider, acting as a Third-Party Sender, is involved in the origination of transactions through the ACH Network. It offers real-world examples of Third-Party Sender relationships and includes sound business practices; risk management topics; and a checklist of issues to be addressed by ODFIs, Originators, and Third-Party Senders in processing agreements. This is also a recommended resource for candidates studying for the AAP exam.

ACH Risk Management Handbook, 7th Edition (Book)

This comprehensive guide explains the types of ACH payments risk, assesses the operational implications, and provides sound business practices for developing an effective risk management program. Case studies are also included, offering realistic examples to assist you in evaluating and implementing your risk management program. Because risk management is one of the six competency areas covered within the scope of the AAP exam, this is also a recommended resource for AAP exam candidates.

Accredited ACH Professional (AAP) Exam Information (PDF)

Becoming an AAP enhances your ability to support your customers and increases your value to the organization you work for. It's also a great way to invest in your own professional development and hone your skills for personal enrichment and career growth. For those who are considering sitting for the AAP exam, this free document provides some high-level information about the exam and it outlines the six competency areas covered on the exam and the historical weighting of each area. We also provide a list of recommended study resources and a high-level study guide to help you focus your study efforts on key topics within each of the six competency areas covered on the AAP exam.

ACH Product and Marketing Handbook (Book)

This publication helps financial institutions market ACH services to their business, government, and consumer customers. It supports increased understanding of ACH marketing and sales opportunities. Because marketing ACH products is one of six competency areas covered on the AAP exam, this is also an important resource for AAP exam candidates.

ACHPro™ (CD)

ACHPro is a self-paced, computer-based training program developed to increase your knowledge of the ACH Network. This tool can be used to evaluate your level of expertise of the ACH Network and related payment systems, and to identify those areas that may require additional development. This resource is valuable tool for ACH professionals, EFT professionals, and new employees. ACHPro challenges your knowledge in two ways: Game Mode & Test Mode. ACHPro Game Mode is a fun, interactive program which tests your skills in each of the six key competency areas covered on the AAP Exam.

AAP Flashcards

These AAP Flashcards provide a hands-on study aid for those planning to take the AAP exam. Highlighting the six areas of focus on the AAP exam, this is a great self-study tool to help registrants prepare for the exam and earn their accreditation. Timeframes, SEC codes, participant responsibilities and most of the need-to-know information is covered in this set of approximately 250 cards.

ACH Form Samples (Word files delivered by email)

These forms are available for free to SHAZAM Payments Association members. Why start from scratch creating an ACH form when you don't have to? These handy samples will be delivered by email in a Microsoft Word format that can be easily modified to fit your needs and personalized with your own logo/branding.