



# ACH USER MANAGEMENT FORM

**(To be Completed by Company. ALL FIELDS ARE MANDATORY)**

**AUTHORISED USERS**

The following user is granted access to RepublicACH, as specified below:  
(Please ensure that all registered information per user is completed)

**COMPANY NAME:** \_\_\_\_\_

**PAYROLL / DISBURSEMENTS:**

WEEKLY  FORTNIGHTLY  MONTHLY  PENSIONS/ANNUITY  VENDOR PAYMENTS   
 LOAN PAYMENT  PREMIUMS  OTHER \_\_\_\_\_

**USER CLASSIFICATION:**

DELETE USER  EFFECTIVE DATE: \_\_\_\_\_

**USER INFORMATION:**

TITLE: Ms.  Mr.  Mrs.

NAME: FIRST: \_\_\_\_\_ SURNAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**USER ROLES AND RESPONSIBILITY:**

*Select all options that apply*

**ORIGINATOR ADMINISTRATOR**  Allow user to Block, Unblock, Reset and Log Off Users.

**SINGLE ORIGINATOR USER**  User has full rights to ACH system (User Allowed to Delete, Import, Edit, Generate, View All Reports)

**IMPORT**  Allow importing of transaction. The user would also be able to edit account numbers, router numbers and amounts as well as add new transactions.

**GENERATE**  Allow user to set effective date and generate file.

**AUTHORISE**  Allow user to authorise transactions (Signatories Only)

**REPORTS**  Allow user to view all users' reports.

**RETURNS**  Review returned transactions. Email: \_\_\_\_\_

*Affix Company's Stamp & Seal  
with Authorised Signature*

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Date:

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Date:

Please note, only authorised signatories on the company accounts should execute this form.