22 January, 1998

Hot Off The Press

ACH transmittal of ORP and TDA deposits

Beginning this month with the January month-end processing, ORP and TDA deposits will be sent via an electronic ACH (automated clearing house) transaction to those vendors who have requested this type of deposit and who have supplied the appropriate bank routing codes and account numbers. This first ACH deposit will be sent on the night of Jan 28th. The effective date for the deposit will be Monday, February 2nd.

For those vendors not participating in the ACH deposit, you will continue to remit the ORP and TDA deposits as you always have. For the vendors participating in the ACH process, you must deposit the deduction checks produced during the payroll processing for the each participating ORP and TDA vendor into the bank account you identified as the source of the payments for these transactions. If you have any corrections to make to the ORP or TDA amounts, you must FAX the changes to Sayla Howes (FAX number 409/945-7973) before the creation of the ACH file. This file will be created and transmitted to NationsBank three days before the monthly payday (Jan 28th, this month). You may wish to mark these dates on your payroll schedule. Because January month-end is being run so late in the month, you will only have one day between the usual month-end processing and the creation of the ACH file. The process that creates the ACH files will produce reports for the workstations and the vendors. Only those vendors participating in the ACH deposit will appear on these reports.

The ORP/TDA ACH file will be created on the following dates for the remainder of this fiscal year: January 28th, February 25th, March 27th, April 28th, May 27th, June 26th, July 29th, August 27th.

This process will appear on the payroll calendar for next fiscal year.

Please call or e-mail Carol Manthei (409/845-7971 or <u>manthei@sagomail.tamu.edu</u>) if you have any questions. We will be discussing this new process at the next BPP User's meeting scheduled for January 29, 1998.

| owing ORP/TDA vendors will be receipt | | | , | |
|---------------------------------------|-----|-----|------|-----|
| Name | 000 | ORP | 0.60 | TDA |
| Aetna Life and Annuity | 008 | | 069 | |
| American Century Investors | | 030 | | 161 |
| American Express | | 010 | | 031 |
| American Funds Distributor | | 069 | | 181 |
| AUSA Life Insurance Co. | | 011 | | 078 |
| Copeland Companies | | 019 | | 035 |
| Delta Life Securities | | 072 | | 201 |
| Evergreen Keystone | | 055 | | 183 |
| Fidelity Investments | | 056 | | 159 |
| First American Bank – Bryan | | 016 | | 025 |
| Franklin Templeton | | 078 | | 013 |
| Great American Life | | 049 | | 152 |
| Great American Reserve | | 029 | | 106 |
| Invesco Funds | | 013 | | 203 |
| Jefferson-Pilot | | 004 | | 045 |
| Lincoln National | | 001 | | 062 |
| Metropolitan Life | | 007 | | 046 |
| Nationwide Life | | 035 | | 117 |
| Northern Life | | 052 | | 155 |
| Pioneer Life | | 060 | | 192 |
| QUADS | | 067 | | 212 |
| Safeco Life | | 043 | | 139 |
| Security Benefit Life | | 024 | | 059 |
| Texas Retirement Trust | 012 | | 022 | |
| TIAA-CREF | | 002 | | 057 |
| Trust Company of America | | 076 | | 011 |
| United Investors Life | | 081 | | 024 |
| USAA Life/Investment | 023 | | 043 | |
| Van Kampen | | 053 | | 160 |
| Variable Annuity Life | | 003 | | 063 |
| Waddell & Reed | | 076 | | 215 |

We expect to include the following vendors in the ACH deposit for February

| Name | ORP | TDA |
|--------------------------------|-----|-----|
| G.T. Global Financial Services | | 026 |
| John Hancock Funds | 018 | 006 |
| Merrill Lynch | 068 | 213 |

These remaining vendors are not accepting ACH deposits at this time.

| ORP | TDA |
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