

Set Up Direct Deposit

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Direct deposit is a fast, electronic method of payment that ensures providers still receive payment in a timely manner. If you do not currently offer direct deposit but would like to, contact your bank/credit union and ensure that they can accept upload files for direct deposit. KidKare uses the nationally accepted ACH file format NACHA.

To set up direct deposit:

1. Enter your bank account information into KidKare.
 - a. Click the **Administration** menu and select **ACH Settings**. The ACH Settings dialog box opens.

We need the following information from your bank:

- 1 - Bank Name
- 2 - Immediate destination number (usually the bank's routing number)
- 3 - Immediate origin number (usually company id, sometime same as bank's routing number)
- 4 - Company id (usually tax ID #, sometimes preceded by 1)
- 5 - Originating dfi (typically 1st 8 digits of bank routing transit number)
- 6 - File Type. Are balancing entries from the primary account required in the file?
- 6b - If so, what is the primary account #
- 7 - Standard Entry Class Code (PPD default)

1 - Bank Name 23 characters limit

2 - Immediate Destination Number 10 numbers limit

3 - Immediate Origin Number 10 numbers limit

4 - Company ID 10 characters limit

5 - Originating DFI 10 characters limit

6 - File Type Default Balanced

6b - Balanced Account Number 17 characters limit

7 - Standard Entry Class Code

- b. Complete each field. Contact your bank for this information.
 - c. When finished, click **Save**.