

## ELECTRONIC PAYMENT REQUIREMENTS ACH B2B Processing in E-Box for CTX

Please email Dominion Energy at [ACH@Domenergy.com](mailto:ACH@Domenergy.com) prior to submitting your initial payment. This payment should range from \$0.01 to \$4.99. Include the following information in your email:

- Planned date of payment submission
- All account numbers, and payment amounts, that will be used in the payment file

Please retain a copy of your bank's flat 820 file should your payment reject. A representative from the ACH Support Desk will inform you of the initial payment results and assist you with analyzing the flat file should any changes be required by your bank.

### ACH/CTX FORMAT

<p><b><u>Record 1</u></b> Follow NACHA formatting for CTX</p>
<p><b><u>Record 5</u></b> Follow NACHA formatting for CTX</p>
<p><b><u>Record 6</u></b> Follow NACHA formatting for CTX:  <ul style="list-style-type: none"> <li>• Dominion Energy company name (field 8, position 59-74) must be: <b>340194760-DOM</b></li> </ul> </p>
<p><b><u>Record 7</u></b> Follow NACHA formatting for CTX:</p> <ul style="list-style-type: none"> <li>• Addenda record must be a valid RMR or RMT segment with a valid qualifier (12, IV, etc.)</li> <li>• After the RMR/RMT segment, the payer customer account number will be mapped as remittance on the Biller's E-Box payment file</li> <li>• Individual dollar amounts for each customer account number must be in the RMR04 field and cannot be a zero or negative dollar amount</li> <li>• Bill date can be added as a suffix to the customer account number for payer internal tracking</li> <li>• If you must put a date subsequent to a 5 digit customer account number, then you must precede the customer account number with eight leading zeros</li> </ul> <p>5 digit example <u>without</u> date: <b>RMR*IV*53072**59242.36\</b>                      5 digit example <u>with</u> date: <b>RMR*IV*000000053072JUL20**59242.36\</b>                      13 digit example <u>without</u> date: <b>RMR*IV*8100052634965**59242.36\</b>                      13 digit example <u>with</u> date: <b>RMR*IV*8100052634965JUL20**59242.36\</b></p>
<p><b><u>Record 8</u></b> Follow NACHA formatting for CTX</p>
<p><b><u>Record 9</u></b> Follow NACHA formatting for CTX</p>