NEW MEXICO HEALTH CARE AUTHORITY
EFT Unit
PO Box 2348
Santa Fe, New Mexico 87504

EFT/EDI Transactions - Information for Employers

INTRODUCTION

(EFT/EDI) allows employers to electronically transfer support-related withholdings, through the Automated Clearing House (ACH), a government facility that coordinates EFT/EDI transactions.

EFT/EDI provides your company with long-term financial savings in operating costs by:

- ✓ Increasing accuracy;
- ✓ Increasing reliability—no lost checks or mail delays;
- ✓ Reducing paperwork;
- ✓ Eliminating postage costs; and
- ✓ Eliminating theft or fraud.

HOW EFT/EDI WORKS

1. Your company transmits the payment and remittance information to your financial institution. The data is typically transferred via modem to your financial institution (ACH credit).
2. Your financial institution creates the ACH entries required to transfer child support withholdings via the ACH network to the financial institution that the NM CSSD State Disbursement Unit uses to collect the funds.
3. The NM CSSD State Disbursement Unit will electronically collect your information and funds for processing.

STEPS TO IMPLEMENT

There are four steps to implementing EFT for child support withholdings.

1. Reconcile with the State of New Mexico identifying information you currently remit with child support withholdings.

It is important that the identifying information you submit with child support withholdings match the identifying information in New Mexico's child support computer system. If the information does not match, there may be a delay in processing the child support withholding. To ensure families receive support payments in a timely manner, the NM CSSD will reconcile employer identifying information with information in the child support computer system prior to accepting EFT/EDI child support withholdings from an employer.

Prepare a spreadsheet with each employee's name, Social Security number, and CSSD Case Number for which you withhold child support. Send this information to the NM CSSD. The NM CSSD will compare the information with identifying information in New Mexico's child support computer system and work with you to resolve any discrepancies.

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Send your spreadsheet by mail (or e-mail) to:

NM CSSD

Attn: EFT/EDI Child Support Payments

PO BOX 2348

Santa Fe, NM 87504

Send your spreadsheet by email to:

JeromeD.Maestas@hca.nm.gov

2. Adapt your payroll system to create the ACH file.

To implement EFT/EDI, your payroll system or other computer system must be able to create the data structure to build the ACH file you will transfer to your financial institution. The *Child Support Application Banking Convention: A Guide for Employers & Their Financial Institutions* prescribes the appropriate formats and standards for transmitting EFT/EDI child support withholdings. You can order this publication from NACHA by calling 703-742-9190 or via the web at pubs.nacha.org. Attached, you will find materials adapted from this guide. There are software applications that accommodate the required data (your existing payroll system may already offer this function). You can also contact your financial institution regarding available ACH software.

3. Coordinate with your financial institution.

Contact your financial institution to determine its capabilities and requirements. In most instances, your financial institution is already accustomed to receiving and sending EFT/EDI transmissions. Complete an agreement with your financial institution that authorizes you to transfer EFT/EDI child support withholdings to the NM CSSD State Disbursement Unit.

4. Test the process with your financial institution and the NM CSSD.

Testing Transmission:

After you complete necessary changes to your computer system, you must conduct a test transmission of child support withholding information with your financial institution. Based on the results of this test, some additional changes may be necessary to your computer system or the bank's computer system. You should continue to test the process until both you and the bank are satisfied that the information is being transferred completely and accurately.

Conducting a Pre-notification (Prenote):

After perfecting the transmission of child support withholding information between you and your financial institution, contact the NM CSSD to arrange a prenote prior to you first actual transmission. A prenote simulates a future live transmission and is used to ensure the banking information included with the transmission is correct. The prenote does not contain an amount field to make certain that no funds are transferred during this test.

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NACHA Record Formats for Employers Withholding Child Support Payments

The following record formats are necessary to send EFT transactions over the Automated Clearing House (ACH) Network:

- ✓ File Header Record
- ✓ Company/Batch Header Record
- ✓ Entry Detail Record
- ✓ Addenda Record – this is the record that contains the payment information
- ✓ Company/Batch Control Record
- ✓ File Control Record

The ACH file starts with a **File Header Record** and ends with a **File Control Record**. The file may contain one or more unique batches each starting with a **Company Batch Header Record** and ending with a **Company Batch Control Record**. Your company can send multiple batches in the same file. This gives you the opportunity to group your transactions by division, location, payroll frequency, etc.

The heart of the ACH file consists of the **Entry Detail Record** and the **Addenda Record**. The **Entry Detail Record** contains the information necessary to transfer the funds from your financial institution to the NM CSSD State Disbursement Unit's financial institution. The **Addenda Record** is used to supply information about your employee and how to apply the Child Support payment.

There are two types of **Entry Detail Records** that your company can use: "**CCD+**" or "**CTX820**". Please check with your financial institution to see if it supports both types.

Attachment A – CCD+ and CTX Record Layout Information

Attachment B – Addenda Record Information

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Attachment A

Record Layout Information

CCD+ Record Layout Information

Entry Flow

When using the CCD+ Record Layout, employers should ensure that entries flow in the following order:

File Header Record
- Company/Batch Header Record
  - Entry Detail Record
    - Addenda Record (1 addenda with 80 byte payment related information field)
  - Entry Detail Record
    - Addenda Record (1 addenda with 80 byte payment related information field)
  - Entry Detail Record
    - Addenda Record (1 addenda with 80 byte payment related information field)
  - Entry Detail Record
    - Addenda Record (1 addenda with 80 byte payment related information field)
- Company/Batch Control Record

File Control Record

Entry Detail Record Layout

Field	Data Element Name	Field Inclusion Requirement [1]	Contents	Length	Position	Description [2]
1	Record Type	M	6	1	01-01	Constant "6"
2	Transaction Code	M	Numeric	2	02-03	22
3	Receiving DFI Identification	M	TTTTAAAA	8	04-11	12100024
4	Check Digit	M	Numeric	1	12-12	8
5	DFI Account Number	R	Alphanumeric	17	13-29	**********5470
6	Amount	M	$$$$$$$$cc	10	30-39	999999v99 CREDITS ONLY
7	Identification Number	O	Alphanumeric	15	40-54	
8	Receiving Company Name	R	Alphanumeric	22	55-76	NCP's Name
9	Discretionary Data	O	Alphanumeric	2	77-78	
10	Addenda Record Indicator	M	Numeric	1	79-79	1 (must be one addenda record for each entry detail record)
11	Trace Number	M	Numeric	15	80-94	Assigned by the originating bank

CTX Record Layout Information

Entry Flow

When using the CTX Record Layout, employers should ensure that entries flow in the following order:

[1] M = Mandatory for ACH; R = Required for this application; O = Optional for ACH, but may be required by State Child Support Agency.

[2] These are current values for the NM CSSD State Disbursement Unit account located at Wells Fargo Bank.

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File Header Record
Company/Batch Header Record
Entry Detail Record
Addenda Record (up to 9,999 addenda with 80 byte Payment related Info Field)
Addenda Record
Addenda Record
Addenda Record
Addenda Record
Entry Detail Record
Addenda Record (up to 9,999 addenda with 80 byte Payment related Info Field)
Addenda Record
Addenda Record
Addenda Record
Addenda Record
Company/Batch Control Record
File Control Record

Entry Detail Record Layout

Field	Data Element Name	Field Inclusion Requirement [1]	Contents	Length	Position	Description [2]
1	Record Type	M	6	1	01-01	Constant "6"
2	Transaction Code	M	Numeric	2	02-03	22
3	Receiving DFI Identification	M	TTTTAAAA	8	04-11	12100024
4	Check Digit	M	Numeric	1	12-12	8
5	DFI Account Number	R	Alphanumeric	17	13-29	**********5470
6	Total Amount	M	$$$$$$$$cc	10	30-39	999999v99 CREDITS ONLY
7	Identification Number	O	Alphanumeric	15	40-54	
8	Number of Addenda Records	M	Numeric	4	55-58	Number of addenda records included in payment
9	Receiving Company Name	R	Alphanumeric	16	59-74	NCP's Name
10	Reserved	N/A	Blank	2	75-76	Leave blank
11	Discretionary Data	O	Alphanumeric	2	77-78	
12	Addenda Record Indicator	M	Numeric	1	79-79	1(may be up to 9,999 addenda records for each entry detail record)
13	Trace Number	M	Numeric	15	80-94	Assigned by the originating bank.

Attachment B
Addenda Record Information

Addenda Record Layout

Field	Data Element Name	Field Inclusion Indicator	Contents	Length	Position	Description [3]
1	Record Type Code	M	7	1	01-01	7
2	Addenda Type Code	M	05	2	02-03	05

[1] M = Mandatory for ACH; R = Required for this application; O = Optional for ACH, but may be required by State Child Support Agency.
[2] These are current values for the NM CSSD State Disbursement Unit account located at Wells Fargo Bank.
[3] These are current values for the NM CSSD State Disbursement Unit account located at Wells Fargo Bank.

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3	Payment Related Information[1]	O[2]	Alphanumeric	80	04-83	See CCD+ DED Child Support Segment/Convention for Employers Section below.
4	Addenda Sequence Number	M	Numeric	4	84-87	0001 for CCD+ Ascending order for CTX
5	Entry Detail Sequence Number	M	Numeric	7	88-94	Matches item number part of 'trace' number

CCD+ DED Child Support Segment/Convention for Employers

Element	Comments	Content	Attributes		
			1	2	3
	Segment Identifier	DED	M	ID	3/3
DED01	Application Identifier	CS	M	ID	2/2
DED02	Case Identifier	XXXXXXXX (Employee's Case ID Number)	M	AN	1/20
DED03	Pay Date	YYMMDD (Date of Withholding)	M	DT	6/6
DED04	Payment Amount	$$$$$$$$cc	M	N2	1/10
DED05	Non-Custodial Parent SSN	XXXXXXXX (Employee's SSN)	M	AN	9/9
DED06	Medical Support Indicator	Y=Yes; N=No	M	AN	1/1
DED07	Non-Custodial Parent Name	XXXXXXXXXXXX	R	AN	1/10
DED08	FIPS	3500000	R	AN	5/7
DED09	Employment Termination Indicator	Y=Yes	R	AN	1/1

Each data element (DED0X) occupies a specific position within the record segment and is identified by a unique identifier. In constructing the record segment, each data element is preceded by the separator character. The ACH Network requires that an asterisk (*) be used as the data element separator. Each segment must end with a terminator, which in the ACH Network is a backslash (\).

The following is an example of the Deduction Data (DED) Segment as used in the Payment Related Information Segment of the Support Payment Addenda Record:

DED*application identifier*case identifier*pay date*payment amount*non-custodial parent ssn*medical support indicator*non-custodial parent name*FIPS code*employment termination indicator\. *(Note the use of the '*' and "\')*
Definition of Elements:

DED01 Application Identifier – Always enter the fixed value of "CS" in this field. This is a mandatory field.
DED02 Case Identifier – This is the Employee's Case ID Number. This is a mandatory field.

DED03 Pay Date – This is the date that your company will deduct the support funds from the employee's pay. This date must be equal or prior to the date that the EFT transaction reaches the NM CSSD SDU. Please note that the date is expressed in this format: Year, Month, and Day. This is a mandatory field.

[1] Payment related Information Field. The remittance information for each payment is within this field which is presented in the banking convention as described within the CCD+ DED Child Support Segment/Convention For Employers Section of this Attachment.
[2] The payment information is a REQUIRED field for child support withholdings.

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DED04 Payment Amount – This is the amount that your company is withholding from an employee in compliance with an income withholding notice or order. The decimal point is implied to be the last two positions of the number shown. Do no include a decimal point in this field. This field cannot be zero unless the *Employment Termination Indicator* in DED09 is set to "y". This is a mandatory field.

DED05 Non-Custodial Parent SSN – This is a nine position field. This is a mandatory field. It should be the same number that was entered in DED02.

DED06 Medical Support Indicator – A "Y" in this field indicates that the employee has family medical coverage available through your company. If there is no medical coverage available through your company, place an "N" in this field. Please note the questions is "Does your company **offer** family medical coverage?" and not "Does the employee **have** family medical coverage?". This is a mandatory field.

DED07 Non-Custodial Parent Name – This is the employee's name. The format is last name, first name. The length of the field is from one to ten positions long. Do not enter more than ten positions even if you do not have enough room for the full name. Include a comma between the last name and the first name when the last name is less than seven characters. In most cases you will not be able to fit the full name in this field. This is a required field.

DED08 FIPS Code – Always enter the fixed value of "3500000" in this field for New Mexico Child Support Payments. This is a required field.

DED09 Employment Termination Indicator – Enter "Y" in this field if the employee is no longer employed at your company, or if this is the last pay period that the employee will be employed at your company. Please do not enter "Y" in this field when an employee is laid off or on temporary leave. The only time that the Payment Amount can be zero is when this field is set to "Y". "Y" is the only value that has any meaning in this field. This is a required field if the employee is no longer employed at your company.