



OTCnet Agency Site Profile (ASP) Check Capture

Agency Representative:	
Agency Name:	
Location Name:	
Date:	

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1 Introduction

This document will provide the OTCnet Deployment Team with the necessary information to setup each new endpoint/cashflow which includes lower levels of the OTCnet hierarchy. Once you have completed and submitted this document to the OTCnet Deployment Team, please wait until you are notified by a Deployment Specialist that the specific endpoint setup is complete. If the endpoint is not set up, any items submitted through the ALC +2 will not be settled properly. Unless otherwise noted please complete each section of the Agency Site Profile.

If you have questions about any section of the document, or about the general OTCnet onboarding process, please contact the OTC Deployment Team at fiscalservice.otcdeployment@citi.com or (703) 377-5586.

2 Location Information (Required)

Please supply the following information for the location completing this form.

Location Information	
Agency Full Name	
Location Name	

3 General and Contact Information (Required)

Please provide us with the following contact information to ensure that we can reach someone from your agency throughout and after the deployment process.

Location Address Information	
Location Point of Contact	
Email Address	
Phone Number	
Location Address (Street, City, State, Country, ZIP code)	
Location County (if in the US)	
Shipping Address (if different from Location Address)	

3.1 Agency ALC or Four Digit DSSN(s) (Required)

ALC or Four Digit DSSN Information	
ALC or Four Digit DSSN	<input type="text"/>
Number of Locations or Cashflows Required	<input type="text"/>
List each individual Location or Cashflow name as it should appear on the check writer's statement. (Maximum of 16 characters)	<input type="text"/>
NOTE: This list should correspond to the number of Cashflows requested in the line above.	

Special Designation Information	
Is the ALC listed above a CARS (GWA) reporter? <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ALC listed above used to process non-appropriated funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ALC listed above used to process tax data?	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.2 Cross-Servicing Information (Required)

Cross-Servicing Information	
<i>Cross-Servicing allows the payment process to be sub-contracted to another Agency for processing. Please answer the questions below to determine if applicable.</i>	
Does the ALC listed above have Cross-Servicing functions performed by another agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the ALC listed in the Location Information section belong to the Federal Agency who is completing the Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	<input type="text"/>

4 Method of Settlement (Required)

There are two types of settlement in OTCnet, which are based upon the type of item received and presented for deposit: Truncation and Conversion.

1. **Truncation:** Non-personal checks, money orders, cashier checks, federal, state, and local government checks, and traveler's checks will all have debits presented to the check writer's financial institution via Substitute Check or Electronic Image Presentment.
2. **Conversion:** Personal checks will have a debit presented to the check writer's financial institution via the Automated Clearing House (ACH) network.

When a return item has been received that was originally collected through either Conversion or Truncation, OTCnet can automatically represent the return item for collection based on certain return codes (i.e. insufficient funds). Treasury will hold the item on behalf of the Agency until it is time to resubmit the item for collection. The resubmission of a previously failed item is called a **representation**.

<i>Special Designation Information</i>	
Has this agency been approved for full truncation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Truncation Representation Schedule		
Specify Number of Representments for Truncation	Indicate None, or One Representation. The recommended setting is one, to allow the maximum number of representments. Please select one.	<input type="checkbox"/> None <input type="checkbox"/> One

Conversion Representation Schedule		
Specify Number of Representments for Conversion	Indicate None, One, or Two Representments. The recommended setting is two, to allow the maximum number of representments	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> Two

Representation Schedule		
Schedule	Indicate the preferred representation schedule. The returned items will be resubmitted on the selected dates. Truncation and conversion representments will follow the same schedule. Please select one.	<input type="checkbox"/> 1 st & 15 th <input type="checkbox"/> Next Business Day <input type="checkbox"/> 15 th and End of the Month
		Hold item for # of days:
		Other:

4.1 Notification of Conversion (Required)

It is a regulatory requirement that all agencies participating in OTCnet notify their customers prior to receiving all personal checks that will be converted via ACH. This requirement does not apply to agencies receiving only non-personal checks. The notice must be presented to customers prior to the agency going live with OTCnet. For the official Notifications, please visit our website at <https://www.fiscal.treasury.gov/otcnet/legal-notices.html>

Note: The posting of this notice on a website only is not sufficient notice by itself, but can be used to supplement a primary method of notification such as the inclusion of the notification language on billing statements.

In the table below, please enter details of how and when your Agency plans to begin the notification process.

Plans for Notification of Conversion	
How will your agency notify check writers of the conversion of their paper checks to ACH debits?	<input type="text"/>
On what day does the Agency plan to begin the Notification process?	<input type="text"/>

5 System Configuration

5.1 Deposit Ticket and Debit Voucher Settlement Options (Required)

Please answer the questions below on your agency's preferences on reporting and numbering Deposit Tickets and Debit Vouchers in OTCnet.

Deposit Ticket and Debit Voucher Settlement Options	
Should there be only one daily deposit ticket for all the locations under this agency (per ALC) or should each ALC+2 under this agency receive an individual deposit ticket?	<input type="checkbox"/> One Deposit Ticket per ALC <input type="checkbox"/> Individual Deposit Ticket per ALC+2
If you selected "Individual Deposit Ticket per ALC+2", should this location share its range with other ALC+2s under this agency?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Should there be a single range for deposit tickets and debit vouchers or a separate range for each?	<input type="checkbox"/> Single Range <input type="checkbox"/> Separate Range
Provide the ranges discussed above for Deposit Tickets (e.g., single: 000001-999999, next 000001).	
Provide the ranges discussed above for Debit Vouchers (e.g., single: 000001-999999, next 000001).	
Should each retired transaction get an individual debit voucher or should the debit vouchers be aggregated so that the location receives only one debit voucher with many retired items on it (per company)?	<input type="checkbox"/> Individual Debit Voucher <input type="checkbox"/> Consolidated Debit Voucher

5.2 Check Verification Database Usage and Policy (Optional)

The Verification Database is an OTCnet feature that allows Agencies to verify checks against their own historical, negative check database when a customer presents a check. It is used to set up the Agency's check cashing policy and to indicate how information should be shared within the Agency. Please indicate at what point to create the verification record.

Note: This section is optional. If your Agency will not use this feature, please skip this page. Only Agencies that choose to use this feature should complete this section.

Agency Suspension Policy	
Number of Return(s) based on the following return codes: R01 (Insufficient Funds), R02 (Account Closed), R09 (Uncollected Funds)	Suspension Period (# of days): <input style="width: 150px; height: 20px;" type="text"/>
<i>First Item Returned</i>	
<i>Second Item Returned</i>	
<i>Third Item Returned</i>	
Should items past their suspension date be included in the number of returned checks to determine check writer status?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: After the last suspension in the system, the next return item will automatically generate a "Deny" status, and any future transactions will be prevented.

Point of Creation for MVD Verification Record
<i>Please check one of the statements below to define how verification records are created:</i>
<input type="checkbox"/> Verification Records are created when an item is returned but has not been retired.
<input type="checkbox"/> Verification Records are created when all attempts to collect the item have been unsuccessful and the item has been retired.

5.3 User Defined Fields (Optional)

User Defined Fields (UDFs) are optional customizable fields that a location can use to collect information on a payment item. Among other data, OTCnet will automatically capture the Date and Check Number, while a manually-entered Amount UDF captures the dollar amount. The location can add UDFs to collect additional, operator-entered information such as invoice number, name of the remitter, or other information that will help the location track the item. As a note, information that is Personally Identifiable Information (PII) will be masked.

Each Location can choose to use between 0 and 24 User Defined Fields, with each UDF containing up to 255 characters. Each ALC can elect to use two forms, one for use when processing in Person (Customer) Present mode and another for processing in Person (Customer) Not Present or Back Office mode.

If your agency is utilizing the Verification Database, one field can be selected as the 'primary' field, which will link to the MVD for verification purposes. Additionally, an Agency can specify four fields that can be used for searching and retrieving records. OTCnet contains an archive of all check images, reports, and banking information.

Four (4) templates have been provided below. Please use one page per UDF. If you would like to add more than four UDFs, please contact the Deployment Team. The UDFs will appear on the form in the order that they are requested below.

User Defined Field #1		
Name of Field	<p>Enter the name of the field (e.g. Invoice Number)</p> <p>Notes:</p> <ul style="list-style-type: none"> For User Defined Fields that are mandatory, insert an asterisk (*) at the beginning of the Name of Field Include detailed Name of Field and indicate the expected format in parenthesis e.g. Date (MM/DD/YYYY), Location (Street, City, State, ZIP code, Country) 	<input type="text"/>
This Field is for ALC	Enter the ALC for which you want this User Defined Filed to be utilized	
Primary Field	<p>This primary field will be used for verification purposes in OTCnet. Please select 'Yes' or 'No'.</p> <p>Note: Only one User Defined Field can be listed ass the Primary Field.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field is visible in mode	Select either 'Customer present', 'Customer not present', or 'Both'.	<input type="checkbox"/> Customer Present <input type="checkbox"/> Customer Not <input type="checkbox"/> Both
Does this field contain one or more pieces of PII information listed in the next column?	<p>Taxpayer Identification Number (TIN),</p> <p>Employee ID, Social Security Number (SSN), Military ID, Driver's License #,</p> <p>Electronic Data Interchange Personal Identifier (EDIPI), Account Number – used for account numbers of all types (credit card, checking, etc.)</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the field Mandatory or Optional?	Select either 'Mandatory' or 'Optional'.	<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
Is this field one of four searchable fields?	Select either 'Yes' or 'No'.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum field length (number of characters)	Specify the minimum number of characters the field should hold.	
Maximum field length (number of characters)	Specify the maximum number of characters the field should hold (up to 255).	
Data Type	<p>Describe the type of data this field contains. If Data Type is a drop-down list, provide the desired fields</p> <p>Only the following characters are permitted:</p> <ul style="list-style-type: none"> Aa-Zz 0-9 !#\$%()*,-.:?@ <p>Notes:</p> <ul style="list-style-type: none"> ISO Format date (YYYY/MM/DD) US Format Date (MM/DD/YYYY) 	<input type="checkbox"/> Text <input type="checkbox"/> Numerical <input type="checkbox"/> Currency <input type="checkbox"/> Drop-down list <input type="checkbox"/> ISO Date <input type="checkbox"/> US Date <input type="checkbox"/> Alpha-numeric
		Drop-down Items:
What edits should be made for this field?	Describe the edits you wish the system to make. For example, the system could check to make sure that a field is all alphabetical or all numeric.	

User Defined Field #1

Comments or additional information

User Defined Field #2		
Name of Field	<p>Enter the name of the field (e.g. Invoice Number)</p> <p>Notes:</p> <ul style="list-style-type: none"> For User Defined Fields that are mandatory, insert an asterisk (*) at the beginning of the Name of Field Include detailed Name of Field and indicate the expected format in parenthesis e.g. Date (MM/DD/YYYY), Location (Street, City, State, ZIP code, Country) 	<input type="text"/>
This Field is for ALC	Enter the ALC for which you want this User Defined Filed to be utilized	<input type="text"/>
Primary Field	<p>This primary field will be used for verification purposes in OTCnet. Please select 'Yes' or 'No'.</p> <p>Note: Only one User Defined Field can be listed ass the Primary Field.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field is visible in mode	Select either 'Customer present', 'Customer not present', or 'Both'.	<input type="checkbox"/> Customer Present <input type="checkbox"/> Customer Not <input type="checkbox"/> Both
Does this field contain one or more pieces of PII information listed in the next column?	<p>Taxpayer Identification Number (TIN),</p> <p>Employee ID, Social Security Number (SSN), Military ID, Driver's License #,</p> <p>Electronic Data Interchange Personal Identifier (EDIPI), Account Number – used for account numbers of all types (credit card, checking, etc.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the field Mandatory or Optional?	Select either 'Mandatory' or 'Optional'.	<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
Is this field one of four searchable fields?	Select either 'Yes' or 'No'.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum field length (number of characters)	Specify the minimum number of characters the field should hold.	
Maximum field length (number of characters)	Specify the maximum number of characters the field should hold (up to 255).	
Data Type	<p>Describe the type of data this field contains. If Data Type is a drop-down list, provide the desired fields</p> <p>Only the following characters are permitted:</p> <ul style="list-style-type: none"> Aa-Zz 0-9 !#\$%()*,-.:?@ <p>Notes:</p> <ul style="list-style-type: none"> ISO Format date (YYYY/MM/DD) US Format Date (MM/DD/YYYY) 	<input type="checkbox"/> Text <input type="checkbox"/> Numerical <input type="checkbox"/> Currency <input type="checkbox"/> Drop-down list <input type="checkbox"/> ISO Date <input type="checkbox"/> US Date <input type="checkbox"/> Alpha-numeric
		Drop-down Items:
What edits should be made for this field?	Describe the edits you wish the system to make. For example, the system could check to make sure that a field is all alphabetical or all numeric.	

User Defined Field #2	
Comments or additional information	

User Defined Field #3		
Name of Field	<p>Enter the name of the field (e.g. Invoice Number)</p> <p>Notes:</p> <ul style="list-style-type: none"> For User Defined Fields that are mandatory, insert an asterisk (*) at the beginning of the Name of Field Include detailed Name of Field and indicate the expected format in parenthesis e.g. Date (MM/DD/YYYY), Location (Street, City, State, ZIP code, Country) 	
This Field is for ALC	Enter the ALC for which you want this User Defined Filed to be utilized	
Primary Field	<p>This primary field will be used for verification purposes in OTCnet. Please select 'Yes' or 'No'.</p> <p>Note: Only one User Defined Field can be listed ass the Primary Field.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field is visible in mode	Select either 'Customer present', 'Customer not present', or 'Both'.	<input type="checkbox"/> Customer Present <input type="checkbox"/> Customer Not <input type="checkbox"/> Both
Does this field contain one or more pieces of PII information listed in the next column?	<p>Taxpayer Identification Number (TIN),</p> <p>Employee ID, Social Security Number (SSN), Military ID, Driver's License #,</p> <p>Electronic Data Interchange Personal Identifier (EDIPI), Account Number – used for account numbers of all types (credit card, checking, etc.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the field Mandatory or Optional?	Select either 'Mandatory' or 'Optional'.	<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
Is this field one of four searchable fields?	Select either 'Yes' or 'No'.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum field length (number of characters)	Specify the minimum number of characters the field should hold.	
Maximum field length (number of characters)	Specify the maximum number of characters the field should hold (up to 255).	
Data Type	<p>Describe the type of data this field contains. If Data Type is a drop-down list, provide the desired fields</p> <p>Only the following characters are permitted:</p> <ul style="list-style-type: none"> Aa-Zz 0-9 !#\$%()*,-.:?@ <p>Notes:</p> <ul style="list-style-type: none"> ISO Format date (YYYY/MM/DD) US Format Date (MM/DD/YYYY) 	<input type="checkbox"/> Text <input type="checkbox"/> Numerical <input type="checkbox"/> Currency <input type="checkbox"/> Drop-down list <input type="checkbox"/> ISO Date <input type="checkbox"/> US Date <input type="checkbox"/> Alpha-numeric
		Drop-down Items:
What edits should be made for this field?	Describe the edits you wish the system to make. For example, the system could check to make sure that a field is all alphabetical or all numeric.	

User Defined Field #3	
Comments or additional information	

User Defined Field #4		
Name of Field	<p>Enter the name of the field (e.g. Invoice Number)</p> <p>Notes:</p> <ul style="list-style-type: none"> For User Defined Fields that are mandatory, insert an asterisk (*) at the beginning of the Name of Field Include detailed Name of Field and indicate the expected format in parenthesis e.g. Date (MM/DD/YYYY), Location (Street, City, State, ZIP code, Country) 	
This Field is for ALC	Enter the ALC for which you want this User Defined Filed to be utilized	
Primary Field	<p>This primary field will be used for verification purposes in OTCnet. Please select 'Yes' or 'No'.</p> <p>Note: Only one User Defined Field can be listed ass the Primary Field.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field is visible in mode	Select either 'Customer present', 'Customer not present', or 'Both'.	<input type="checkbox"/> Customer Present <input type="checkbox"/> Customer Not <input type="checkbox"/> Both
Does this field contain one or more pieces of PII information listed in the next column?	<p>Taxpayer Identification Number (TIN),</p> <p>Employee ID, Social Security Number (SSN), Military ID, Driver's License #,</p> <p>Electronic Data Interchange Personal Identifier (EDIPI), Account Number – used for account numbers of all types (credit card, checking, etc.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the field Mandatory or Optional?	Select either 'Mandatory' or 'Optional'.	<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional
Is this field one of four searchable fields?	Select either 'Yes' or 'No'.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum field length (number of characters)	Specify the minimum number of characters the field should hold.	
Maximum field length (number of characters)	Specify the maximum number of characters the field should hold (up to 255).	
Data Type	<p>Describe the type of data this field contains. If Data Type is a drop-down list, provide the desired fields</p> <p>Only the following characters are permitted:</p> <ul style="list-style-type: none"> Aa-Zz 0-9 !#\$%()*,-.:?@ <p>Notes:</p> <ul style="list-style-type: none"> ISO Format date (YYYY/MM/DD) US Format Date (MM/DD/YYYY) 	<input type="checkbox"/> Text <input type="checkbox"/> Numerical <input type="checkbox"/> Currency <input type="checkbox"/> Drop-down list <input type="checkbox"/> ISO Date <input type="checkbox"/> US Date <input type="checkbox"/> Alpha-numeric
		Drop-down Items:
What edits should be made for this field?	Describe the edits you wish the system to make. For example, the system could check to make sure that a field is all alphabetical or all numeric.	

User Defined Field #4	
Comments or additional information	

5.4 Receipts (Optional)

OTCnet can print receipts based on the UDF you created in the previous section. Based on your UDF choices, please list the fields and the appropriate order in which they should appear in the table below (if needed, please insert additional rows). You may specify multiple receipt formats for different locations/cashflows.

Would you like to use receipts?

Yes

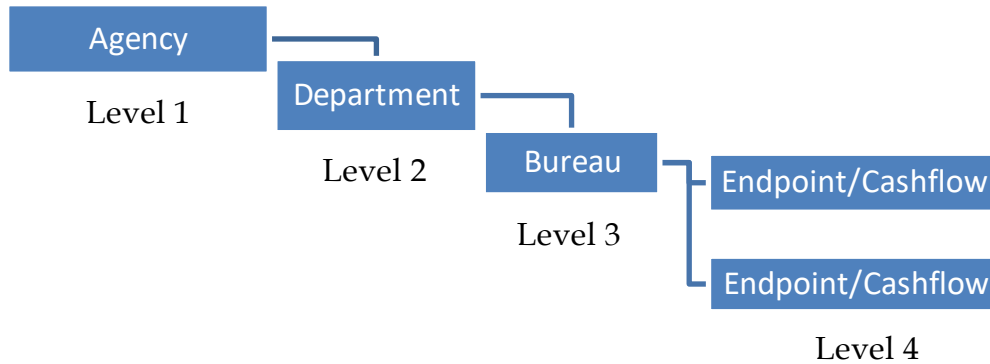
No

Receipts	
Field 1:	
Field 2:	
Field 3:	
Field 4:	

6 Agency Hierarchy (Required)

When a location is entered into the OTCnet system, it is added as a level to a pre-existing OTCnet hierarchy. The hierarchy is organized by agency, bureau, and, in some cases, region. When a User is set up in the OTCnet system, access is granted at a specific level, allowing the User to see transactional data for a given level as well as its subordinate locations. Your location's placement in the hierarchy will determine what records are seen by which locations. Similarly, the OTCnet system configuration settings, such as user defined fields and check cashing policy information, are assigned by level and can be adopted by or assigned to subordinate locations.

Please use the hierarchy example shown below as a guide for completing the hierarchy table for your location. Although space for six levels is provided, you are not required to have a certain number of levels.



Level 1:	
Level 2:	
Level 3:	
Level 4:	
Level 5:	
Level 6:	

7 Hardware

In order to utilize OTCnet, workstations will need to acquire check-scanning equipment. The instructions below will assist in ordering hardware.

7.1 Determining Your Hardware Needs (Optional)

Scanner	Scanner Information	Cost
RDM EC9100i	Single feed duplex scanner with franker sold separately	\$350
Panini I:Deal	Single feed check scanner with franker sold separately	\$318
Panini VisionX	Three speed batch scanner capable of processing 50, 75, or 100 checks per minute	Starting at \$679
Will your Agency be purchasing new scanners?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered “Yes”, please continue reading through the document. If your answer was “No”, what type of scanner do you have?		

7.2 Ordering Hardware

You have two options for purchasing hardware:

Option 1: Use your agency purchase card, or credit card, to purchase the hardware directly from the vendor. If you would like to purchase your hardware directly from the vendor, please contact:

- RDM: Stacy Carson, 800-567-6227 x345, stacy.carson@deluxe.com
- Cennox (Panini): Birch Harrison, 888-749-6396 x1322, Birch.Harrison@cennox.com

Option 2: Complete the 7600A and 7600B Interagency Agreement (IAA) forms to transfer funding for hardware from your agency to Treasury/Bureau of the Fiscal Service, and have the OTC Deployment Team purchase the hardware on your behalf. Submit the completed IAA forms to Fiscalservice.OTCDeployment@citi.com.

8 Metrics and Site Statistics (Required)

Please answer the questions below:

How many sites/locations are there under the listed Agency?	
What is the estimated number of checks that will be collected at this location on a monthly basis?	
How are paper checks accepted at this particular site?	
What are these funds for? For the majority of collections processed at this location, what is the purpose of these payments (e.g. applications, donations, reimbursements, fees)?	
Where are these funds coming from? What specific government agencies, businesses, or individuals will be initiating (paying) the majority of these payments?	
Indicate your agency's mode of processing as Person (Customer) Present for face-to-face, or over the counter transactions; Person (Customer) Not Present , or Back Office for items received by mail or drop box activity at your agency location, or Combination if your agency receives checks all three ways.	