BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

OTCnet
DEPOSITS MADE SIMPLE
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Check Processing Forms & Processes

November 20, 2025
Webinar

Refresher Webinar Series 2025

Speaker Introduction

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Agenda

1. **Executive Order 14247:** Review the mandate for modernizing payments to and from America's Bank Account and answer any questions.

2. **Check Processing Forms Completion:** Review the process for completing the Agency Site Profile (ASP) Form and other relevant forms.

3. **Locating and Managing Scanned Batches:** Review the process for locating, editing, closing, and approving scanned batches.

4. **Voiding Checks or Batches:** Review the process for voiding checks.

5. **Wrap Up:** Demo key functionality, answer questions, and review key takeaways and OTCnet resources to help you perform any relevant tasks.

Executive Order 14247

Modernizing Payments To and From America's Bank Account

The continued use of paper-based payments by the Federal Government, including checks and money orders, flowing into and out of the United States General Fund, which might be thought of as America's bank account, imposes unnecessary costs, delays, risks of fraud, lost payments, theft, and inefficiencies.

This Executive Order promotes operational efficiency by mandating the transition to electronic payments for all Federal disbursements and receipts by digitizing payments to the extent permissible under applicable law.

The Executive Order mandates a shift to full electronic federal payments and collections, reducing reliance on outdated paper-based processes and physical lockboxes.

Q&A

Question & Answer Session

Please post your question in the chat.

Check Processing Forms: Completion of the Agency Site Profile and Other Forms

Webinar Poll #1

Webinar Poll

Have you completed an Agency Site Profile (ASP) Form for your Agency?

- Yes
- No
- Not sure

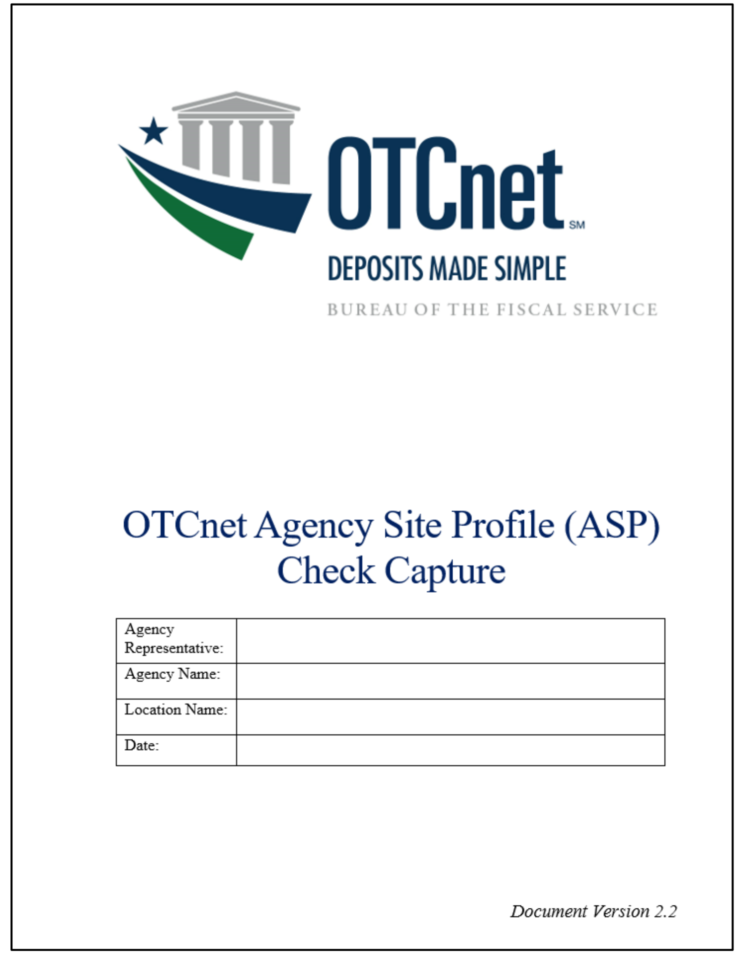
Is your agency currently interested in completing an ASP Form?

- Yes
- No
- Not sure

Agency Site Profile (ASP) Form

Purpose

- Check Capture onboardings for OTCnet currently employ a process of:
    - Identifying
    - Distributing
    - Filling out
    - Sharing the ASP pdf form
- The ASP form is used for processing information relevant to the Agency setup.
- The ASP form gathers and tracks:
    - User Defined Fields (UDFs)
    - Setup information from agency representatives



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OTCnet Agency Site Profile (ASP)
Check Capture

Agency Representative:	
Agency Name:	
Location Name:	
Date:	

Document Version 2.2

OTCnet Users Who Should Complete the ASP Form

The Agency's Point of Contact will fill out the ASP form:

- The Agency Primary Local Security Administrator (PLSA) and Local Security Administrator (LSA), or Account Specialist will complete the form.
- They will also create and provision the Check Capture Administrator (CCA) role.
  - The Agency PLSAs and LSAs are responsible for assigning, editing, and removing permissions for the CCA.

Agency Site Profile (ASP) Form

Access/Location

Users can access the **pdf form** from the [OTCnet Getting Started: Check Processing webpage].

Table of Contents

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 **representment**.

Special Designation Information	
Has this agency been approved for full truncation?	○ Yes ○ No

Truncation Representment Schedule		
Specify Number of Represent-ments for Truncation	Indicate None, or One Representment. The recommended setting is one, to allow the maximum number of representments. Please select one.	○ None ○ One

Conversion Representment Schedule		
Specify Number of Represent-ments for Conversion	Indicate None, One, or Two Representments. The recommended setting is two, to allow the maximum number of representments	○ None ○ One ○ Two

Representment Schedule		
Schedule	Indicate the preferred representment schedule. The returned items will be resubmitted on the selected dates. Truncation and conversion representments will follow the same schedule. Please select one.	○ 1st and 15th ○ Next Business Day ○ 15th and End of the Month
		Hold item for # of days:
		Other:

User Defined Field #1		
Name of Field	*Enter the name of the field (e.g. Invoice Number)* *Notes:* • *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	*This primary field will be used for verification purposes in OTCnet. Please select 'Yes' or 'No'.* *Note: Only one User Defined Field can be listed ass the Primary Field.*	○ Yes ○ No
Field is visible in mode	*Select either 'Customer present', 'Customer not present', or 'Both'.*	○ Customer Present ○ Customer Not ○ Both
Does this field contain one or more pieces of PII information listed in the next column?	*Taxpayer Identification Number (TIN),* *Employee ID, Social Security Number (SSN), Military ID, Driver's License #,* *Electronic Data Interchange Personal Identifier (EDIPI), Account Number – used for account numbers of all types (credit card, checking, etc.)*	○ Yes ○ No
Is the field Mandatory or Optional?	*Select either 'Mandatory' or 'Optional'.*	○ Mandatory ○ Optional
Is this field one of four searchable fields?	*Select either 'Yes' or 'No'.*	○ Yes ○ 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	*Describe the type of data this field contains. If Data Type is a drop-down list, provide the desired fields* *Only the following characters are permitted:* • *Aa-Zz* • *0-9* • *!#$%'()*,-.:?@* *Notes:* • *ISO Format date **(YYYY/MM/DD)*** • *US Format Date **(MM/DD/YYYY)***	○ Text ○ Numerical ○ Currency ○ Drop-down List ○ ISO Date ○ US Date ○ 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.*	
Comments or additional information		

Process for Completing the ASP Form

1. The individual contacts the Agency Adoption team that contacts the PLSA/LSA for their agency or Customer Service team.

2. Agency Point of Contact (POC) **fills out, saves, and emails** the form to the Deployment Team.
   - 12+ pages of information to fill out
   - Depending on number of UDFs

3. The Agency Adoption team **reviews and collates** the info.

4. Debit Gateway **completes the ALC+2 setup** based on the UDF selections.

5. Agency POC* is provided the terminal IDs.

6. Forms Specialist **builds out, tests, and deploys** new check processing form package.

7. Deployment Team **informs the Agency POC** that their ALC+2 is setup.
   - The Agency can continue with the rest of the setup steps including completing **terminal setup** and **configuration**.

**As a reminder, the agency POC must add the endpoint in OTCnet before the Form Specialist can assign UDFs.*

Other Check Processing Forms

The PLSA/LSA forms are required if an Agency is onboarding for the first time.

Primary Local Administrator (PLSA) Form – Financial Institution (FI)

- One-page pdf form
- It is required to have one PLSA and at least one LSA for the OTCnet application per FI

Select the **link** to access the **PLSA Form – Financial Institution (FI)** on the *Getting Started: Check Processing OTCnet* page.

Primary Local Administrator (PLSA) Form – Agency

- One-page pdf form
- It is required to have one PLSA and at least one LSA for the OTCnet application at the Agency/highest level of your organization

Select the **link** to access the **PLSA Form – Agency** on the *Getting Started: Check Processing OTCnet* page.

Application Tips and Resources

Application Tips

1. *Agencies already set up with OTCnet who wish to add a new endpoint must complete a new ASP form.*
   - *The Agency Adoption Team can schedule a facilitated walkthrough of the ASP form with your Agency to help you complete the form.*
2. *PLSAs/LSAs complete the PLSA FI/Agency forms.*
   - *PLSA/LSA creates and provisions the Check Capture Administrator (CCA), Check Capture Operator (CCO), and Check Capture Supervisor (CCS) role.*
3. *For reference, review the OTCnet User Roles Guide and System Requirements Guide.*

Locating and Managing Scanned Batches

Webinar Poll #2

Webinar Poll

Do you have experience in locating and managing (e.g., editing, closing, approving) scanned batches?

- Yes
- No
- Not sure

Have you encountered any issues with locating and managing batches?

- Yes
- No
- Not sure

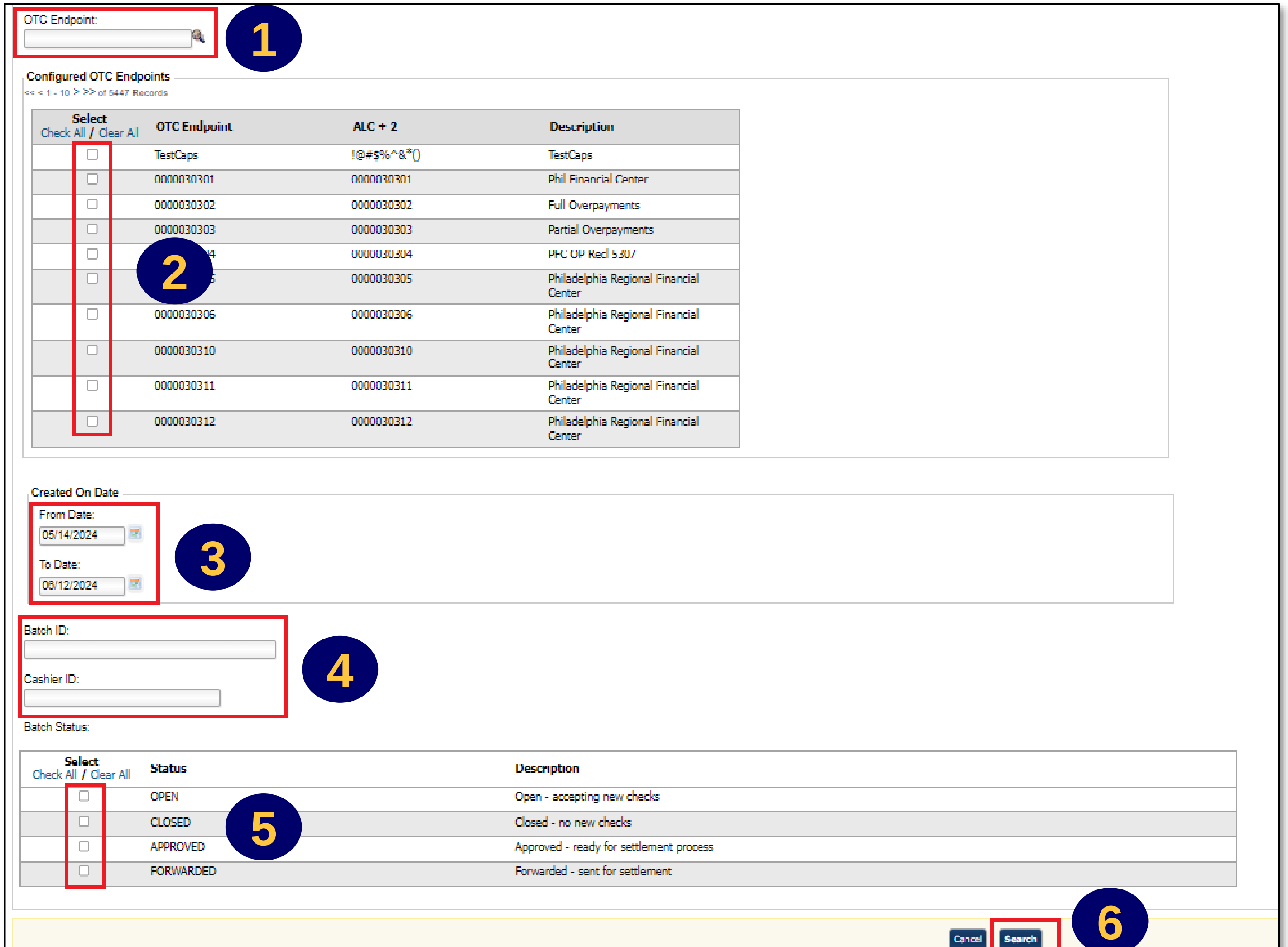
Users Who Can Locate and Manage Scanned Batches

- The Check Capture Supervisor (CCS), Check Capture Lead Operator (CCLO), and Check Capture Operator (CCO) are authorized to:
  - Classify or edit a batch at the summary level online.
  - Close a batch.
    - If a CCLO or CCO closes a batch, the batch status changes from **Open** to **Closed**.
    - If a **CCS** closes a batch, the batch status changes from **Open** to **Approved.**
- The CCS is the only authorized user who can **approve a batch** or multiple batches.
  - They can only approve batches for OTC endpoints that they have permission to access.

Locating Scanned Batches

Complete the following steps to select any batch search criteria:

1. Enter an OTCnet **endpoint** and press Enter.
2. Select the desired OTCnet **endpoint**.
3. Select the **From/To Date**.
4. Enter the **Batch ID** and **Cashier ID**.
5. Select the **Batch Status**.
6. Then select **Search.**



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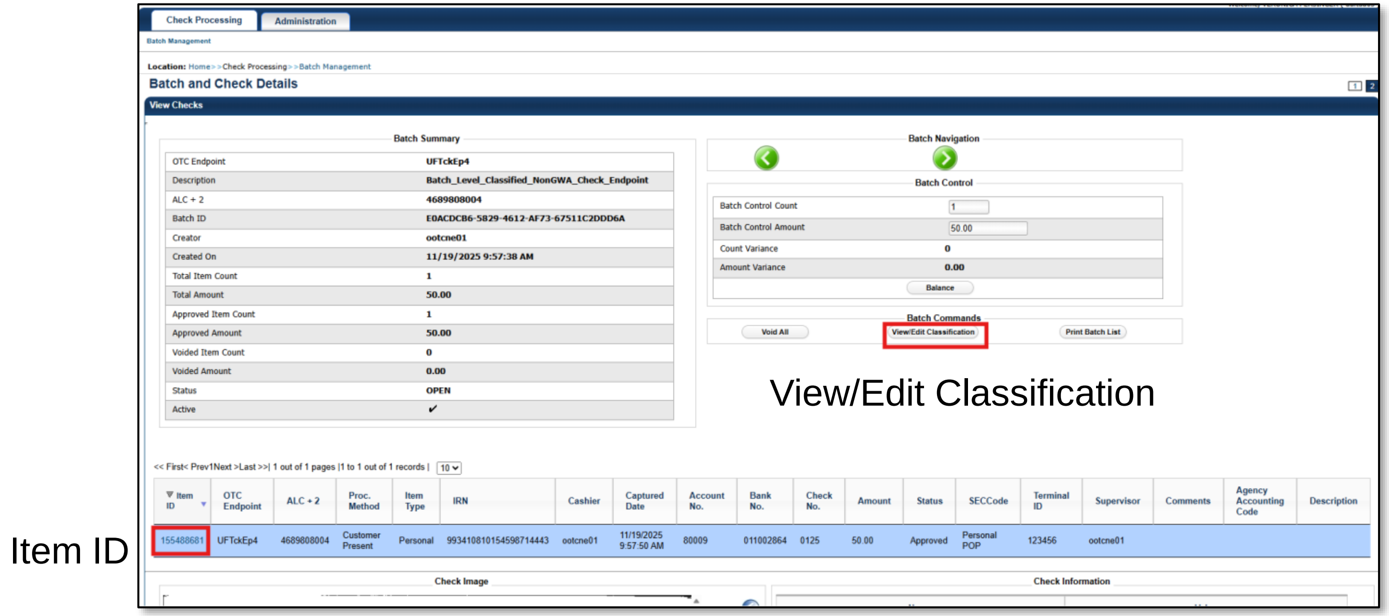
Editing, Closing, and Approving Batches

View Checks Page



Edit a Batch at the Summary Level:

- Select **View/Edit Classification** and **Edit.**

Close a Batch (for Approval):

- Select the **Item ID** of each scanned check and the **batch(es)** you want to close.
- Select **Close Batch** and **Confirm.**

Approve a Batch:

- Select the **Item ID** of each scanned check and the **batch(es)** you want to approve.
- Select **Approve** and **Confirm, Print PDF Report/Export** and **Confirm.**

Locating and Managing Batches

Application Tips

1. *Users should understand the meaning of each batch status and the corresponding actions those statuses require.*
   - *Customer Service often assists users with locating the batch through Batch Management in a 'closed' but not 'approved' status.*
   - *The CCS is the only authorized user who can approve a batch.*
     - *If they close a batch, the batch status changes to Approved.*

2. For more information, refer to User Guide, Check Processing, Chapter 3: Capturing and Managing Checks Online, which includes the Printable Job Aids on 'Edit a Batch', 'Close a Single or Multiple Batches', and 'Approve a Single/Multiple Batches'.

Voiding Checks or Batches

Webinar Poll #3

Webinar Poll

Are you or your team involved in voiding checks?

- Yes
- No
- Not sure

Do you hold the role of a Check Capture Supervisor (CCS)?

- Yes
- No
- Not sure

Who Can Void Checks or Batches

The **Check Capture Supervisor (CCS)** is the only authorized user who can:

- Void an **erroneously scanned check** or batch
- Void **checks in batches** for OTC Endpoints that they have permission to access
- Void checks for **items** with an **Open** or **Closed** batch status

> *The CCS can* ***void a batch of checks simultaneously*** *if the batch is in* ***Open or Closed*** *status.*

Voiding Checks or Batches

Before you can **void a check or batch** of checks, from the *Search Batch* page:

1. Search for the batch by:
   - ❑ OTC Endpoint
   - ❑ Created On Date
   - ❑ Batch ID
   - ❑ Cashier ID
   - ❑ Batch Status
     - √ ***Open****: indicates the batch is open and accepting new checks.*
     - √ ***Closed****: indicates the batch is closed and no new checks are accepted.*
2. Select **Search**. The *View Batch* page appears.
3. Select the **Batch ID hyperlink.**

Reminder*:*

- *Make sure that* ***Open*** *and* ***Closed status*** *of the batch is selected to void a check or a batch.*
- *As a* ***Check Capture Supervisor,*** *you can void checks for items only with an* ***Open*** *or* ***Closed*** *batch status.*

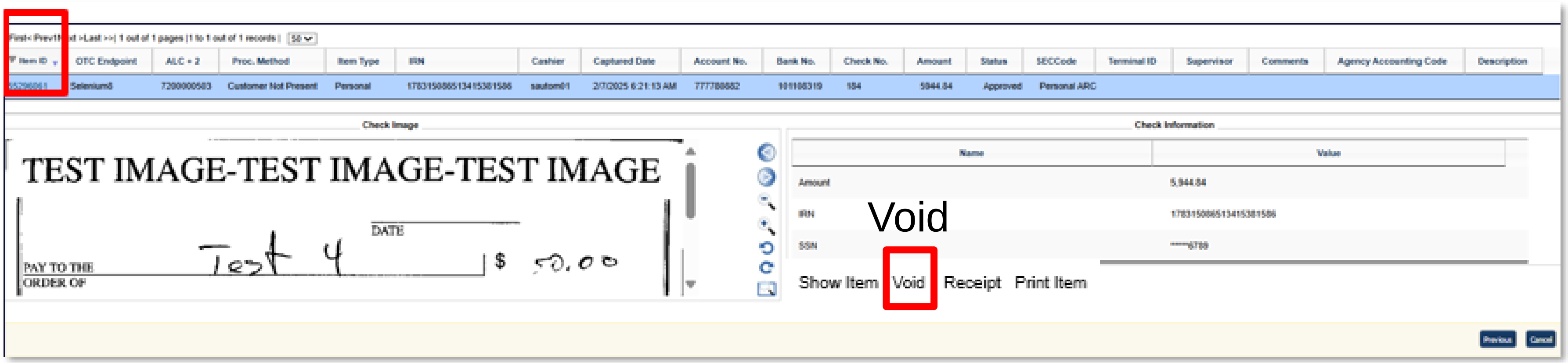
Voiding Checks or Batches (Continued)

To Void a Check/Batch:

1. From the *View Checks* page, select the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window.
2. Select **Void** to the right of the check image to void the check.
3. Select **Confirm** at the prompt, to void the check.
4. Enter comments concerning the void request at the prompt and select **OK**.
5. Select **OK** at the final prompt stating that the check is voided successfully.

Item ID

View Checks Page



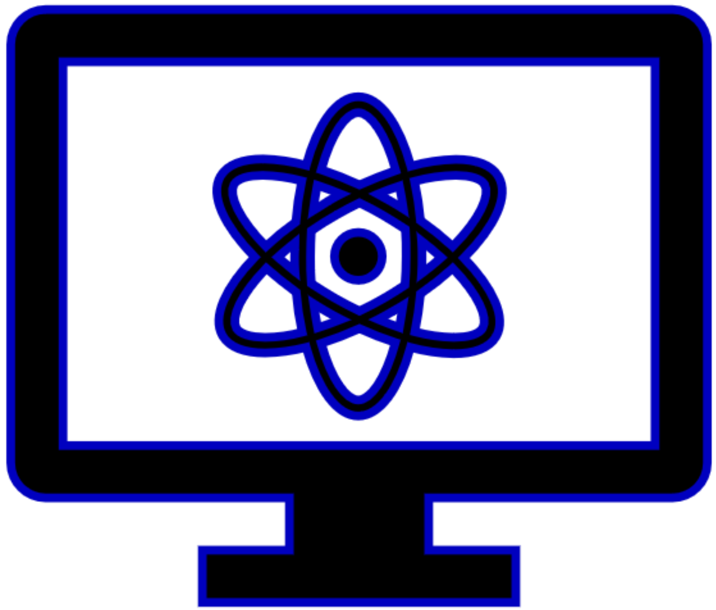
Voiding Checks

Application Tips

1. *The CCS can void checks for items with an Open or Closed batch status. They can also void a batch of checks simultaneously if the batch is in an Open or Closed status.*
   - *Items voided or updated after a batch has been approved, will cause no change to the end result when processing.*
2. *Location of the 'Void Item' and 'Void All' options is within the Batch Summary.*
3. *If all checks in a batch are voided, it is recommended that the batch be deactivated so that it is not accidently forwarded for settlement.*
4. *Refer to User Guide, Check Processing, Chapter 3: Capturing and Managing Checks Online, which includes the PJAs on 'Void a Check" and 'Void All Checks in a Batch'.*

Demo: Locating and Managing Batches

Live OTCnet Demo



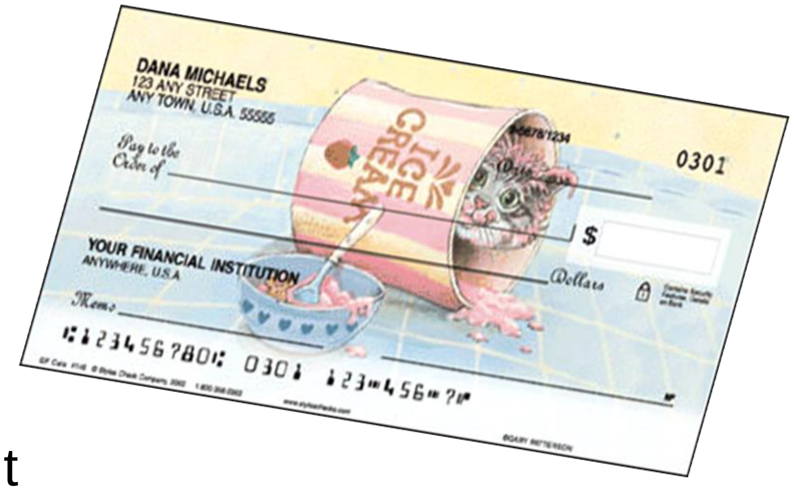
Question & Answer Session

Please post your question in the chat.

Attention!

Finally, we would like to share an **important notice** regarding check processing.

- As a reminder, please **do not highlight or mark the information on physical checks** (e.g., cash letter items) sent for electronic transmission via OTCnet.
- When highlighted, the payment information, such as the **routing number or classification of funds, is obscured** after being processed by the Financial Institution (FI).
- This obstruction of payment information can result in **processing delays or rejection** of funds.



All check payments should be submitted as originally issued, without any additional markings or alterations.

Check Processing

Wrap Up

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Key Takeaways

1. Agencies already set up with OTCnet who wish to add a new endpoint should complete the **Agency Site Profile** form.
2. Users should understand the **statuses of batches** they locate and the actions those statuses result in.
   - Only **closed batches** can be approved.
   - A **closed batch** must be approved before going to settlement.
   - You **cannot** void or update items after a batch has been approved.
3. Only the **Check Capture Supervisor** can approve batches and void checks for items with an **Open** or **Closed** batch status.

Resources

OTCnet Website

https://www.fiscal.treasury.gov/otcnet/

OTCnet Customer Support

FiscalService.OTCChannel@citi.com
24/7 Customer Support: 866.945.7920

OTCnet Deployment Team

FiscalService.OTCDeployment@citi.com
Telephone: 703.377.5586

- ***ASP Form on OTCnet Website***
  OTCnet - Getting Started: Check Processing (treasury.gov)
- **Check Processing Onboarding Guide**
  https://www.fiscal.treasury.gov/files/otcNet/checkprocessing-onboardingguide.pdf
- **OTCnet Training Website**
  https://www.fiscal.treasury.gov/otcnet/training.html
- **User Guide, Check Processing**
  Capturing & Managing Checks Online

*A **copy of this presentation** will be sent to you by email and will be posted on the* OTCnet Resources Site**.**

Upcoming Webinar Refreshers

Join us for the next Refresher Webinar Series on OTCnet!

Please see the dates, time, and topics.

Register early by using the links provided below and save the date!

Date	Topic	Registration Link
Thursday, **December 11th**, 2025, at 1:30 PM ET	*OTCnet Overview and 2025 Updates*	Register

Mail-In Treasury General Account (MITGA) Address Change

The Mail-In Treasury General Account (MITGA) program's mailing instructions have been updated with revised processing and address detail for both the **Las Vegas** and **Cleveland** locations. **Effective immediately** all agency depositors using the MITGA program must follow the updated instructions and validate they are sending deposits to the current addresses.

Note: For any MITGA deposits currently in process that were sent to a previous address will still be processed by USPS and honored by U.S. Bank through the end of the year, December 31st, 2025. Any items received after this date are not guaranteed to be processed and could be at risk of being misrouted or lost.

What Do You Need to Do?

- Validate you have the current mailing address and instructions by emailing the contact below.
- Update procedures with new addresses and destroy any references of prior delivery instructions you may have in your records.

Reminder

- Any mailed cash deposits (or a mixture of cash and checks) **MUST** be sent via Registered Mail and be declared and insured for the full value of the cash being shipped, as per U.S. Postal regulations.

Send an email to the TGA Support Operations team at stls.tga.support@stls.frb.org for the updated mailing instructions and addresses. For any questions, please reference the TGA webpage (Treasury General Account - Emergency Procedures).

Additional Questions

Please post your question in the chat along with your **name, agency, and email address.**

Thank You!

***Thanks for joining us today to learn more about Check Processing*!**

We appreciate your participation!

Please take a few minutes to share your thoughts on the webinar using the **link** (or the **QR code)** provided.

OTCnet Refresher

Webinar Series 2025

Post-Webinar Survey