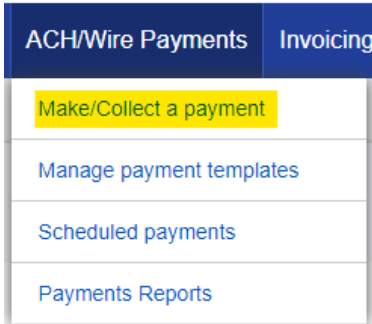# RETRY PYMT Instructions

When initiating a batch to retry the payment, please submit as a separate one-time batch.

Go to **ACH / Wire Payments** and select **Make / Collect a payment**

Under **What do you want to do**, select **Collect payments**

Under **How do you want to collect money**, select **Make a one -time payment**

Select Funding Account
Payment Type CCD/PPD
Select ACH Company ID (if applicable)
Enter Payment name (if applicable)
Enter Payment description
Select Offset option

RETRY PYMT Instructions

Under **Recipient/Consumer Details**, click **Add a recipient/consumer**

Recipient Details

Complete the template by adding recipients.

Add a recipient

Consumer Details

Complete the template by adding consumer.

Add a Consumer

Who do you want to add should read: RETRY PYMT – name of participant/consumer

Who do you want to add

RETRY PYMT -

Complete all required fields relating to the participant/consumer's bank information. Click Save.

Bank account type

Business Checking

Routing number

Routing number

Bank account number

Account number | Retype account number

Addenda information

While not common, some banks may require addenda information. If it is required, please enter the information below.

Enter your addenda record here.

80 characters left

Payment information

Amount to collect

$0.00

Save   Cancel

Confirm details and click Collect.

Collect   Cancel   Save as Draft

You may also initiate a one-time batch to collect a return fee (if outlined in your ACH Agreement with the participant/consumer).

Please complete the steps above with the following exception:
Who do you want to add should read: RETURN FEE – name of participant/consumer

Who do you want to add

RETURN FEE -