

Cash Management

ACH Payroll Processing

NACHA Rule Change Prompts New ACH Entry Description

Starting March 20, 2026, businesses will be required to include "PAYROLL" in the Company Entry Description field for ACH payments related to wages and salaries.

1. Update Your Payroll Software

If your payroll software generates NACHA files, update the Company Entry Description field (or similar) in the Batch Header Record to include **PAYROLL**. This description will display on the recipient's statement.

2. Modify Online Banking Templates and Recipient Details

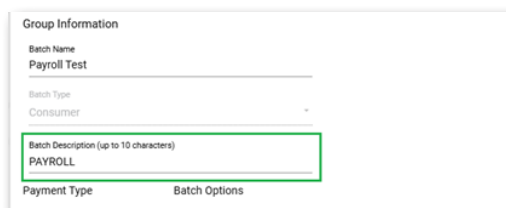
Edit your Description field in online banking templates to start with **PAYROLL**. This applies to batch templates and one-time payments to individuals. Verify and save these updates to avoid disruptions in your payroll processing.

Modify Your Online Banking Templates

Batch Templates

In the sidebar, select **ACH** or **Wire Origination**.

1. Click the tab labeled **Batches**. Then, click the **Ellipsis** symbol (three dots) to the right of the batch that needs editing. In the sub-menu, click **Edit**.
2. In the **Batch Description** field enter **PAYROLL** (in all capital letters). Then select **Add Recipients** to continue.
3. Click **Review** to continue.
4. Followed by **Save** then **Done**.
5. Confirm the **Description** was updated.



Group Information

Batch Name
Payroll Test

Batch Type
Consumer

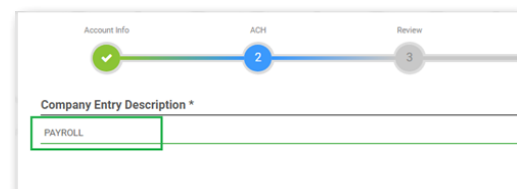
Batch Description (up to 10 characters)
PAYROLL

Payment Type Batch Options

One-time Payments to Single Recipient

From the **ACH** or **Wire Origination** landing page:

1. Find the Recipient from your list and click the **Ellipsis** symbol (three dots) to the right of the recipient name. In the sub-menu, click **Edit** and select **Next**.
2. In the **Company Entry Description** field, enter **PAYROLL** (all caps). Select **Next**.
3. Review the account screen details and click **Save** then **Close**.



Account Info ACH Review

Company Entry Description *

PAYROLL

Need help?

Business Support **844.238.3838**

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