

FASCore Documentation

FUNCTIONAL PROCESS: Plan Maintenance

PROCEDURE: Change ACH Authorization

DATE: May 2012

Overview

An ACH Funding Authorization Form is obtained at time of conversion of the Plan. These procedures cover making a change to the ACH Authorization after initial set up of the Plan.

Procedure

- I. The ACH Installation Request Form is completed by the company during the conversion process.
 - A. The form is forwarded to FASCore by the MetLife Account Executive.
 - B. FASCore establishes the ACH on ISIS.
- II. When a subsequent change is required to the form, the ACH Funding Authorization Form should be completed. See sample form labeled ACH Funding Authorization Form in the Table of Contents.
 - A. The Plan Sponsor completes the form
 1. The form (including a fax coversheet) should be faxed to FASCore's Plan Technical Support Security Team at 303-801-5228.
 2. It is not necessary to send a copy to their Account Executive at MetLife, but the Plan Sponsor should provide a copy to their ACH institution.
 3. FASCore is responsible for verifying that the form has been signed by an authorized signer of the Plan.