



75 Industrial Park Drive  
Rogersville, TN 37857  
P: 800-258-8273 / 714-249-7888

Dear Accounting Team,

We have all experienced an overwhelming amount of change in the past 18 months. We would like to help all of our customer convert to using ACH as a method of payment for invoices. We have recently upgraded our accounts receivable system to support an automated electronic payment posting process. This upgrade will continue to process your EFT/ACH payments accurately.

**For your payments to be applied to your account in a timely manner, please make sure that any EFT/ACH payments you submit include a NACHA (National Automated Clearing House Association) formatted addenda record.**

For your convenience we've included examples of two acceptable addenda records (CCD+ and CTX). Please also review the tips highlighted in the examples that you can refer to when submitting a CTX addenda record with your EFT/ACH payment.

The banking information to make electronic payments to STA via ACH is:

**Bank: U.S. BANCORP, 60 Livingston Avenue, St. Paul, MN 55107  
ACH ABA Routing #: 021052053  
Account Name: STA LLC  
ACH Account Number: 75311280**

**Please send Remittance Advice regarding ACH payments to:  
AR@sta-usa.com**

**Please direct questions regarding remittance to:  
AR@sta-usa.com**

**Please direct inquiries regarding wire transfers to:  
AR@sta-usa.com.**

**The numbers on this form are not appropriate for wires**

Thank you for taking the time to provide complete and proper payment detail. If you have any questions regarding this notice, please contact us at 714-249-7888 or 567-262-3011

We appreciate your business.

Thank you,  
STA Accounting Team  
[credit@sta-usa.com](mailto:credit@sta-usa.com)

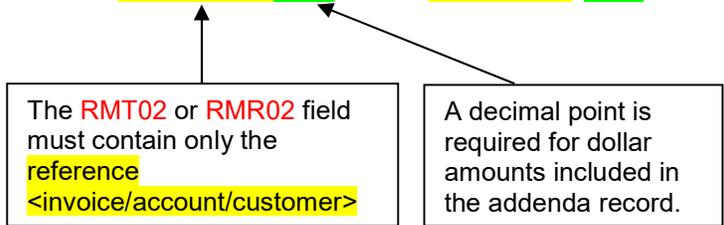
714-249-7888  
567-262-3011

# ACH electronic payment guidance

## CCD+ and CTX addenda record examples

### CCD+ Addenda Record – The amount(s) in the 705 record must equal the NACHA 6 record amount field, positions 30-39)

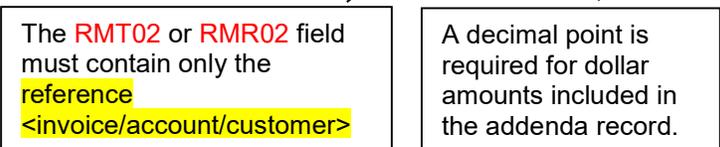
```
520007 Company name 3101036151CCDMISC PAY 0717090907171982101036150000174
622075000022EFGH99999999 0000010000390476280124007receiving company name001101036152648339
705RMT*IV*7476-828-393*25.00\RMT*IV*8989-898-989*75.00\
```



- The blue-highlighted “10000” represents the total amount of the transaction (the sum of the green-highlighted amounts).
- The yellow-highlighted “7476-828-393” and “8989-898-989” represent the reference numbers (invoice/account/customer) being paid.
- The green-highlighted “25.00” represents the amount paid for reference number 7476-828-393; the green-highlighted “75.00” is the amount paid for reference number 8989-898-989.

### CTX Addenda Record The amount(s) in the 705 record must equal the NACHA 6 record amount field, positions 30-39)

```
52000Company Name 9000219037CTXUS BANK 0907170907202011021001030000003
622075000022EFGH99999999 0000124454 00receiving company name1021001033293064
705ISA*00* *00* *ZZ*9000219037 *ZZ*Company *090717*11400013293064
7050*U*00401*031220858*0*P*~\GS*RA*9000219037*Name pa*20090717*1140*31220858*X*004000023293064
70510\ST*820*000000001\BPR*C*1244.54*C*ACH*CTX*01*031100380*DA*00590450*9000219037*00033293064
705*01*042000013*DA*192072783*20090717\N1*PR*Name of payee jo\PER*IC*onli Payment 000043293064
705perations*TE*(800)788-2550\N1*PE*US BANK\ENT*1\NM1*PR*1*name ofifric\RMR*IV*152400053293064
705003388*479.30\DTM*003*20090717\ENT*2\NM1*PR*1*name of payee ard\RMR*IV*9761036500063293064
70501**415.24\DTM*003*20090717\ENT*3\NM1*PR*1*name of payee \RMR*IV*0511760041**350.00\DTM*003
*20090717\SE*18*000000001\GE*1*31220858\IEA*1*031220858\
```



- The blue-highlighted “0000124454” represents the total amount of the transaction (the sum of the green-highlighted amounts).
- The yellow-highlighted “0511760041” represents an example of one of the reference number (invoice/account/customer) being paid.
- The green-highlighted “350.00” represents the amount paid for reference number 0511760041.