



METROPOLITAN CAPITAL

CHICAGO | SAN FRANCISCO | NEW YORK

Metropolitan Capital Bank & Trust has provided the following procedures for their clients in order to enhance client experience with regards to handling ACH transactions.

NACHA ACH Rules Online Guide

Please visit <http://www.achrulesonline.org/achrules.aspx> to view the NACHA ACH Rules.

1. Login in or create an account
 - a. If you have not created an account with this website previously, we recommend registering under the basic user selection. The basic user selection is the free version of the ACH Rules & Guidelines that will provide a proper understanding of ACH's.
2. Once logged in or registered to this site, you will gain access to the ACH Rules document.
 - a. This document will provide a proper knowledge base for creating and executing ACH transaction on behalf of your company.

If you have any questions or concerns in regards to accessing this website or ACH transactions in general, please do not hesitate to contact your Private Capital Manager at 312-640-2300.