

FastPay Payroll Submission

Standalone Debit ACH Instructions



How to submit a new standalone Debit ACH

1. Select **Manage plan**.

The screenshot shows the 'Plan Sponsor' interface. At the top, there is a navigation bar with 'View plan', 'Manage plan', 'View participant', and 'Contact us' buttons. The 'Manage plan' button is highlighted with a red box and a mouse cursor. Below the navigation bar, there is a section for 'ENTITY OF NATIONWIDE' and 'PLAN SPONSOR: 0038673'. The main content area displays '457 Summary'.

2. Select **Debit ACH Payment**.
3. Under “Payroll details,” click **Select new or existing payment** to display a dropdown of options.

Note: The existing payment will show once the detail has been processed successfully

The screenshot shows the 'Plan details' section with the following information:

| | |
|-------------|--------------------------|
| Plan name | City of Springfield |
| Plan number | 10252574 |
| Pay center | Springfield Pay Center 1 |

Below this is the 'Payroll details' section with a dropdown menu for 'Payroll detail to fund' that is open, showing 'Select new or existing payment' as the selected option.

4. Select **Create new payment**.

The screenshot shows the 'Plan details' section with the same information as the previous screenshot. Below this is the 'Payroll details' section with a dropdown menu for 'Payroll detail to fund' that is open, showing 'Create new payment' as the selected option. The dropdown menu also shows 'Select new or existing payment' as an option.

5. Under “Debit ACH details,” select **Create new Debit ACH account**.



Plan details

Plan name: City of Springfield

Plan number: 10252574

Pay center: Springfield Pay Center 1

Payroll details

Payroll detail to fund: Select new or existing payment

Debit ACH details

Debit ACH account: Select Debit ACH account

Chase 5678

Create new Debit ACH account

Cancel

6. Enter a **pay date**, and then enter the total amount of each money source in the corresponding fields

Payroll details

Payroll detail to fund: Create new payment

Pay date: mm/dd/yyyy

Roth contribution: \$ Enter amount

Pre-tax deferral: \$ Enter amount

Total payment amount: \$ 0.00

7. Enter an **Account nickname, Bank name, routing number, account number** and **debit account type**. Then select the calendar icon to choose a **Debit ACH draft date**.

Debit ACH details

Debit ACH account: Create new Debit ACH account

Account nickname: Enter account nickname

Bank name: Enter bank name

Bank routing number: Enter bank routing number

Confirm bank routing number: Confirm bank routing number

Bank account number: Enter bank account number

Confirm bank account number: Confirm bank account number

Debit account type: Select

Debit ACH draft date (Use this format: MM/DD/YYYY): mm/dd/yyyy

8. *Optional*: Select the checkbox to make this ACH account your default selection.

Make this ACH account the default selection. If changed, this will override the previous default selection.

[Delete this Debit ACH payment method](#)

9. Select **Submit Payment**.

Cancel

Submit payment

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