



# Receipts Reference Guide

*This reference guide provides instructions on how to complete the QForms for cash receipts, including locating, filling out, and submitting the form to NATC to pull funds from a bank account.*



## Receipts Overview

Use the link below to navigate to example QForms and instructions on how to complete

- [Recurring Receipts QForm](#)
- [Ad Hoc Receipts QForm](#)



## Ad Hoc and Recurring QForm Highlights

- NATC Initiated and Client-Initiated: Recurring receipts are triggered by both NATC and the client. The QForm and process of filling out the QForm are the same. There is a separate training video available to provide information on how to locate, review, and approve a QForm that NATC initiates and sends to you.
- When completing the QForm:
  - Grayed-out text is pre-populated and cannot be changed
  - **Bolded fields** are mandatory
  - All fields should be completed in UPPER CASE
  - Select a block number without an asterisk (e.g., 1\* cannot be used)

If you need more information on how to complete the wire disbursements forms, please see the Receipts training video.



RECURRING RECEIPTS

### Client Initiated-Cash Receipt-Scheduled

**Account**

**Group** RC

Refresh

**Block Number**

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**DATE OF RECEIPT (1)**

If check, populate with Payer.  
If ACH pull, populate with source account number without spaces or (-) dashes.

**FROM WHOM RECEIVED (4)**

Enter \$0 for variable amount or \$ followed by fixed amount in principal or income amount fields.

**PRINCIPAL AMOUNT (2)**

**PRINCIPAL TAX CODE (6)**

**INCOME AMOUNT (3)**

**INCOME TAX CODE (7)**

**INCOME CODE (8)** 701  CASH RECEIPT-SCHED

**TAX PARTY NUMBER (10)**

**RC COMMENT (12-1)**

RC COMMENT (12-2)

RC COMMENT (12-3)

RC COMMENT (12-4)

The next two fields apply and are required when paying via ACH pull from payer account.

**ACH TRANSIT ROUTING CODE (13)**

**DEBIT ACH ACCOUNT TYPE (14)**

**RECEIPT TYPE (15)** ROC

1. Insert **Account Number**
2. Select **Block Number** without (\*)
3. Enter the **Date of Receipt**  
*Note: Click the ellipses icon (...) and select the month(s), day(s), and year to format the date correctly*
4. Enter the bank account number the funds are coming from in the **From Whom Received** field if you are pulling funds from a bank  
*Note: To catalog regularly recurring receipts (e.g., social security checks) enter from whom you received the check. To catalog recurring ACH or Wire, enter who it is received from, not the bank account*
5. Enter the **Principal Amount OR the Income Amount with a "\$" sign**  
*Note: The receipt can be split between Principal and Income*
6. Insert the respective **Principal or Income Tax Code** (e.g., "421" indicates a "PRINCIPAL ADDITION TO TRUST."  
*Note: Click the ellipses (...) icon to look up available codes and select List Data by Code*
- Note: Income Code is hardcoded to "701" and cannot be changed*
7. Add the Interested Party number in the **Tax Party** field (if applicable)
8. Select the **ACH Transit Routing Code**  
*Note: Click the ellipses (...) icon to look up available codes and select List Data by Code*
9. Select the **Debit ACH Account Type** the funds are coming from

10. Click **"Preview"** to check for errors
11. Click **"Queue"** to submit form

*Note: Enter any comments to appear in the Transaction Description*  
*Note: This is limited to 32 characters, and should be completed in UPPERCASE*



AD HOC RECEIPTS

### Client Initiated-Cash Receipt-ACH Pull-Adhoc

**Account**

**Receipt Date**

**Status** WAITING ▼

Populate with source bank account number without spaces or (-) dashes.

**From Whom Received**

Enter \$0 for variable amount or \$ followed by fixed amount in principal or income amount fields.

Principal Amount

Principal Tax Code

Income Amount

Income Tax Code

**Income Code** 700 ▼

Tax Party

Transit/Routing Code

ACH Debit A/C Type ▼

Description combines RECEIVED FROM, FROM WHOM RECEIVED field contents and COMMENT field contents.

**Comment Line 1**

Comment Line 2

Comment Line 3

Comment Line 4

1. Insert **Account Number**
2. Enter the current date in **Receipt Date**  
*Note: Enter the date in the format month / day / year*
- Note: Status is hardcoded to "waiting" and cannot be changed*
3. Enter the bank account number the funds are coming from in the **From Whom Received** field
4. Enter the **Principal Amount OR the Income Amount with a "\$" sign**  
*Note: The receipt can be split between Principal and Income*
5. Insert the respective **Principal or Income Tax Code** (e.g., "421" indicates a "PRINCIPAL ADDITION TO TRUST."  
*Note: Click the ellipses (...) icon to look up available codes and select List Data by Code*
- Note: Income Code is hardcoded to "700" and cannot be changed*
6. Add the Interested Party number in the **Tax Party** field (if applicable)
7. Select the internal NATC routing code in the Transit/Routing Code  
*Note: Click the ellipses (...) icon to see a list of routing codes, then select List Data by Code*
8. Select the correct **ACH Debit A/C Type**

9. Click "**Preview**" to check for errors
10. Click "**Queue**" to submit form

*Note: Enter any comments to appear in the Transaction Description*  
*Note: This is limited to 32 characters, and should be completed in UPPERCASE*