

## **Instructions for Form 3881 – ACH Vendor/Miscellaneous Payment Enrollment**

Complete the following for Agency Information section:

- Federal Program Agency – National Credit Union Administration
- Agency Identifier – Leave Blank
- Agency Location Code (ALC) – 25000001
- ACH Format – Check “CCD+”
- Address Line 1 – 1775 Duke Street
- Address Line 2 – Alexandria, VA 22314-3428
- All Other Fields – Leave Blank

Complete the following sections with the specifics related to your credit union:

- Payee/Company Information
- Financial Institution Information