

# FACC SERVICE GROUP, LLC

## BACKUP DEPOSITORY PAYMENT PROCESSING

The Backup Depository Payment Processing procedure enables FACC Central Site to process the SDU Lockbox file on behalf of an authorizing Depository, with the exception of those cases flagged for special handling. This procedure of receipt processing is to be utilized only as a backup plan for a Depository in the event that a Depository is unable to process receipt files (Lockbox) due to *force majeure*. This form must be signed and received at FACC Central Site prior to FACC processing the receipts file. The latest 110 file received from your Clerk's Office is the file that FACC Central Site will use to process the receipts.

This enhancement was developed per the terms of Modified Contract CC300, as stated in section XIII.DD.3.

Section XIII.DD.3 of the Modified Contract. On or before June 1, 2006, to ensure that each Depository has an effective Disaster Recover Plan as it relates to this Modified Contract, the Association shall use its best efforts to obtain a daily back-up copy of data from each Depository that would enable the Association to process Title IV-D and Non Title IV-D receipts files at FACC Central Site. The Association will maintain daily back-up data received from the Depositories. If a Depository is unable to receive process or transmit data for *more* than one day due to force majeure, the Association shall use its best efforts to obtain authorization from the Depository to process receipts on behalf of the Depository, except for receipts on cases flagged for special handling, until the Depository is able to resume processing. If the Association does not receive a daily data transmission from a Depository the Association shall inquire of the Depository the next day whether the Depository will be able to transmit data. If the Depository will not be able to resume daily data transmission that day, the Association shall request authorization from the Depository to process receipts on behalf of the Depository until normal process is restored and the Association will promptly do so if authorization is granted. The Association will use its best efforts to ensure timely transmission of files.

I authorize FACC Central Site to process receipts on behalf of my Depository until normal process is restored. CHECK ONE BOX ONLY.

- Utilize the Depository server only – run lockbox process.
- Utilize the Depository server or in the event that the server is down utilize Backup Depository process.
- Utilize the Backup Depository procedure – process at FACC Central Site.
- Do not wish for FACC to process receipts. Clerk's Office will be responsible for processing.

Authorization Date(s) for initiating Backup Depository procedures: \_\_\_\_\_ to \_\_\_\_\_

Reason for processing: \_\_\_\_\_

County where Depository is located: \_\_\_\_\_

Clerk's or Deputy Clerk's Name (please print): \_\_\_\_\_

Contact #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Clerk's or Deputy Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FACC Processor: \_\_\_\_\_ FACC Management: \_\_\_\_\_

**Submit this form and a copy of your SDU Parameters (PATH: 7-Utilities, 3-Code Maintenance, 8-Continue, 5-SDU Parameters) to the FACC Service Center via Fax 850-921-0988 or email [support@flclerks.com](mailto:support@flclerks.com) (attn: Backup Depository)**