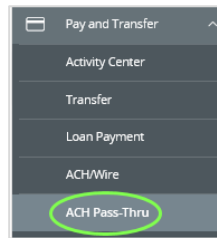
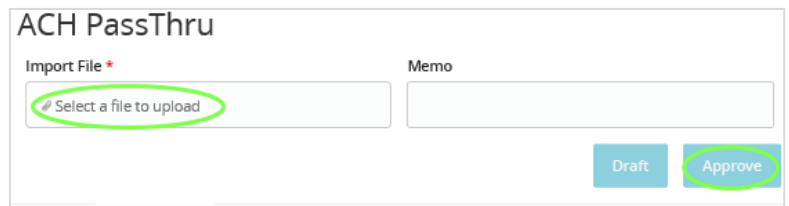


Supported file types include single and multiple batch NACHA files containing any class codes supported by Trustmark.

1. Under the Pay and Transfer menu, select **ACH Pass-Thru**.



2. Select the **Select a file to upload** box to browse for the file to be uploaded and click on the file name.
3. The **memo** field is optional.
4. Select **Approve**.

A screenshot of the "ACH PassThru" form. It features an "Import File \*" field with a placeholder "Select a file to upload" circled in green, and a "Memo" field. At the bottom right, there are two buttons: "Draft" and "Approve", with the "Approve" button circled in green.

NOTE: Select **Draft** if another user in the company must approve the transaction.

Cutoff time is 3:30 p.m. CST, Monday – Friday.  
Transactions entered after 3:30 p.m. will be processed the following business day.

For validation and security purposes, you must submit the ACH transmittal form via email to [achoperations@trustmark.com](mailto:achoperations@trustmark.com) or fax to 601.208.6027.