

## EXHIBIT C SCOPE OF WORK

1. **Purpose:** The Exchange is seeking a financial institution with successful experience in providing Direct Deposit services for U.S. Dollar Payroll support with over 42,000 bi-weekly direct deposit payments and bi-weekly dollar amounts in excess of \$27,000,000. The financial institution must have an assigned staff dedicated to direct deposit services. The dedicated staff must be committed to understanding the Exchange's business needs and to establishing a good working relationship with the Exchange. The financial institution must have the capability and commitment to continuously improve productivity and reduce unit costs of direct deposit services.
  
2. **Contractor Responsibilities:**
  - A. The contractor will transfer funds for U.S. Dollar Direct Deposit Payroll through Automated Clearing House (ACH) accurately and timely.
  
  - B. The contractor will secure handling and transmission of the Exchange ACH U.S. Dollar Payroll files.
  
  - C. The contractor will provide the availability of payment status via the potential provider's online website.
  
  - D. The contractor will provide reports that identify individual payments and returns by day and dollar amount available for viewing via provider's online website.
  
  - E. The contractor will transfer Bank Administration Institute (BAI) files daily and 822 files monthly.
  
  - F. The contractor will provide daily web enabled adjustments.
  
  - G. The contractor must accept and transmit National Automated Clearing House Association (NACHA) formatted files through the communication method File Transfer Protocol (FTP) with Pretty Good Privacy (PGP) or Secured File Transfer Protocol (SFTP) with PGP encryption.
  
  - H. The contractor will communicate with the Exchange via phone, mail, and e-mail.
  
  - I. The contractor will securely transmit Direct Deposit correction files.
  
  - J. The contractor will process payment files on a pre-defined schedule and according to the Exchange requirements (biweekly payroll, additional daily adjustments).
  
  - K. The contractor will verify total record count and dollar amount, syntax, and standards to insure the Exchange payment file validity via internet.
  
  - L. The contractor will provide confirmation that the data has been accepted. Confirmation will be provided by the following reports via internet:
    - i. Direct Deposit Controls
    - ii. Returns and notifications

**EXHIBIT C**  
**SCOPE OF WORK**

M. The contractor will provide acknowledgement of payment file receipt.

N. The contractor will receive payment file transmission via internet.

O. The contractor must have the ability to process U.S. Dollar payments to U.S. financial institutions, to stateside and overseas locations.

////////////////////////////////////LAST ITEM////////////////////////////////////