ARKANSAS FOODBANK

Electronic Payment (ACH & Wire Transfer) — Standard Operating Procedure

1. Purpose

This SOP establishes the process for AFB partner agencies and pantries to submit food purchase payments electronically via ACH transfer or domestic wire transfer. Both are available as additional payment options alongside check and money order. Payment terms, due dates, dispute procedures, and consequences for non-payment are governed by the agency's Member Agency MOU Agreement.

2. AFB Account Information

Both ACH and wire payments are received in the same First Security Bank account. Use the payment-method-specific instructions in Sections 3 and 4.

Bank Name	**First Security Bank**
Account Name	Arkansas Foodbank
Routing Number (ABA)	082901538
Account Number	23177624
Account Type	Checking

3. ACH Payment Instructions

Use ACH to send an electronic credit transfer directly from your bank account. Before submitting, confirm your invoice number is correct and include it in the memo/description field.

1	**Confirm Your Invoice** **Verify the invoice number before proceeding**. You will need it for the memo field.
2	**Log In to Your Bank** Access your bank's online portal or contact your bank's ACH department to initiate an ACH Credit (CCD or PPD) transfer.
3	**Enter AFB Account Details** Routing number: 082901538 | Account number: 23177624 | Account type: Checking
4	**Enter Amount and Memo** Enter the exact invoice amount. In the memo/description field, **include your confirmed invoice number(s)**.
5	**Submit and Save Confirmation** Submit the transfer and save your bank confirmation number. ACH payments typically settle within 1–2 business days.

4. Wire Transfer Instructions

Use a domestic wire transfer if your bank requires it or if same-day settlement is needed. Contact your bank's wire department and provide the information below. Before initiating, confirm your invoice number is correct.

Receiving Bank Information	
Bank Name	First Security Bank
ABA / Routing Number	082901538
Wire-to Address	314 N Spring St, Searcy, AR 72143
Bank Phone	1-501-279-3497
Creditor / Beneficiary Information	
Account Name	Arkansas Foodbank
Account Number	23177624
Reference Field	**Include your invoice number(s)**

AGENCY QUICK REFERENCE

PAY BY ACH TRANSFER	PAY BY WIRE TRANSFER
1. Confirm your invoice number 2. Log in to your bank & initiate an ACH Credit 3. Enter AFB details: **Routing: 082901538** **Account: 23177624** 4. Memo: your invoice number 5. Submit and save confirmation	1. Confirm your invoice number 2. Contact your bank's wire department 3. Provide receiving bank details: **First Security Bank** **Routing: 082901538** **Account: 23177624 (Arkansas Foodbank)** 4. Reference: your invoice number 5. Submit and save wire confirmation

Questions? Contact the AFB Finance Team at amays@arkansasfoodbank.org or 501-569-4339.