



Direct Deposit and Direct Payment via ACH Month State Proclamation Toolkit *Getting Started Checklist*

Thank you for supporting Direct Deposit and Direct Payment via ACH Month. Your efforts will help increase the visibility and raise the profile of this very important month. Below is information and easy steps to help you secure a proclamation in your local area.

Start the process early. Direct Deposit and Direct Payment via ACH Month is in May. Issuing a proclamation may take a few months. In this toolkit, you will find a sample letter you can send to your local legislator, a sample proclamation, a sample press release and elected official contact information for each state should you not have any established contacts with elected officials.

1. Identify a contact in your region's governor's office(s) or state(s) legislature to sponsor the proclamation. A good place to start would be with any existing contacts in your state office or your local elected representative to sponsor your proclamation. If you already know a city council member, it should be easy to get assistance. If your staff does not have a contact, try reaching out to your Board of Directors or a well-connected member. Have your materials ready when you call to ask for support. You can also let them know that Direct Deposit and Direct Payment via ACH Month has been proclaimed twice by the United States Congress.
2. Determine the approval process. Work with your sponsor to determine a schedule for approving your proclamation.
3. You can also elicit support for your proclamation from other leaders in your city or state. Ask your co-workers or members to contact their mayors, city council members, or local and state officials by writing letters or scheduling visits and encouraging them to support the proclamation.
4. Follow up with your sponsor(s) throughout the process to make sure things are on track and that you are providing all the support they need.
5. Express your thanks after the proclamation is issued. Remember to inform the media about the proclamation and the recognition you have received. Send thank you letters to your sponsor and any others who helped you through the process.
6. Keep NACHA posted of your success!

Start your research here: <http://www.statelocalgov.net/>