DEPARTMENT OF HUMAN SERVICES
AND
DEPARTMENT OF CHILDREN AND FAMILIES
CLIENT BANKING SERVICES RFP 2016

Required Data Elements and File Formats

ACH Reporting Elements
(From Bank to State)

Required Data Elements
Bank Account Number
Transaction Date
Settlement Date
Transaction Type (Credit or Debit)
Six-Digit Client Identification Number
Transaction Amount
Claim Number (SSN)
Benefit Type (i.e. SSA, SSI, RR, VA)

Deposit Reporting Elements
(From Bank to State)

Required Data Elements
Bank Account Number
Agency's Two-Digit Location Number
Deposit Date
Deposit Amount

Check Issue Reporting Elements
(From State to Bank)

Required Data Elements
Bank Account Number
Issue Date
Check Number
Check Amount
Item Status

Check Paid Reporting Elements
(From Bank to State)

Required Data Elements
Bank Account Number
Check Number
Check Paid Date
Check Amount
Check Issue Date

File Formats, Check Issue & Checks Paid

Check Issue File Format

Field Name	Length	Position	Description
Bank Number	4	1 - 4	Bank ID #
Application	2	5 - 6	02 = Checking Account
Account Number	16	7 - 22	Right Justify Zero Fill
Item Type	2	23 - 24	60 - Check
Check Serial Number	10	25 - 34	Right Justify Zero Fill
Issue Amount	11	35 - 45	Right Justify Zero Fill (No Decimal)
Description	30	46 - 75	Comments
Date	7	76 - 82	Must be Julian (YYYYDDD)
Item Status	2	83 - 84	10- Issued, 11- Voided, 12- Cancelled, 14- Re-issue

Check Paid File Format

Field Name	Length	Position	Description
Bank Number	4	1 - 4	Bank ID #
Application	2	5 - 6	02 = Checking Account
Account Number	16	7 - 22	Right Justify Zero Fill
Item Type	2	23 - 24	60 - Check
Check Serial Number	10	25 - 34	Right Justify Zero Fill
Item Serial Sequence	5	35 - 39	Tie breaker for duplicate serial numbers, usually all zeros
Item Sequence Number	15	40 - 54	Transaction processing & posting item sequence number
Transaction Code	2	55 - 56	Will always be 93 or 95 indicating item is a check
Issue Amount	11	57 - 67	Right Justify Zero Fill (No Decimal)
Item Description	30	68 - 97	Comments
Paid Amount	11	98 - 108	Right Justify Zero Fill (No Decimal)
Number of times presented	3	109 - 111	Always zeros
Issue/Reissue Date	7	112 - 118	Must be Julian (YYYYDDD)
Date Last Presented	7	119 - 125	Must be Julian (YYYYDDD) Same as paid date
Date Last Returned	7	126 - 132	Always zeros
Void Date	7	133 - 139	Always zeros
Paid date	7	140 - 146	Must be Julian (YYYYDDD)
Item Status	2	147 - 148	17- Paid, 18- Paid no issue, 19- Paid Different Amount