

**DEPARTMENT OF THE TREASURY  
GENERAL TREASURY DISBURSEMENT SERVICES RFP 2020  
STANDARD CHECK, ACH, PRENOTE, CHECK PAID and OUTSTANDING  
HEAP CHECK FILE LAYOUTS**

**STANDARD CHECK FILE LAYOUT**

**THE FOLLOWING ACCOUNTS WILL USE THE STANDARD CHECK FILE LAYOUT:**

- HEATING ENERGY ASSISTANCE PROGRAM ACCOUNT
- INCOME TAX REFUND ACCOUNT
- PRIMARY (A) CHECK DISBURSEMENT ACCOUNT (NJCFS)
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (HOMESTEAD)
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (SAVER)
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (PROPERTY TAX REBATE)
- CONSOLIDATED (B) CHECK ACCOUNT
- PAYROLL CHECK ACCOUNT

**CHECK FILE: RECORD LENGTH - 298**

01 BANK-ISSUE-FILE		1:298
02 RECORD-CODE	PIC X	1:1
02 ISSUE-DATE		2:8
03 ISSUE-DATE-CCYY	PIC X(04)	2:4
03 ISSUE-DATE-MM	PIC XX	6:2
03 ISSUE-DATE-DD	PIC XX	8:2
02 CHECK-NUMBER	PIC 9(10)	10:10
02 CHECK-AMOUNT	PIC 9(14)	20:14
02 BANK-ACCT-NUM	PIC 9(15)	34:15
02 PAYEE-NAME-LINE1	PIC X(50)	49:50
02 PAYEE-ADDRESS-LINE2	PIC X(50)	99:50
02 PAYEE-ADDRESS-LINE3	PIC X(50)	149:50
02 PAYEE-ADDRESS-LINE4	PIC X(50)	199:50
02 PAYEE-ADDRESS-LINE5	PIC X(50)	249:50

**DEPARTMENT OF THE TREASURY  
GENERAL TREASURY DISBURSEMENT SERVICES RFP 2020  
STANDARD ACH & PRENOTE FILE LAYOUTS**

**THE FOLLOWING ACCOUNTS WILL USE THE STANDARD ACH FILE LAYOUT:**

- INCOME TAX REFUND ACCOUNT
- PRIMARY (A) ACH DISBURSEMENT ACCOUNT (ACH) (NJCFSS)
- PRIMARY (A) ACH DISBURSEMENT ACCOUNT (ACH) (CHILD SUPPORT)
- PRIMARY (A) ACH DISBURSEMENT ACCOUNT (PRENOTE) (NJCFSS)
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (SAVER)
- GENERAL ACH DISBURSEMENT ACCOUNT (ACH)
- GENERAL ACH DISBURSEMENT ACCOUNT (ACH) (PRENOTE)
- PAYROLL ACH ACCOUNT (ACH)
- PAYROLL ACH ACCOUNT (PRENOTE)

**ACH FILE – RECORD LENGTH: 94**

<b>01 ACH-RECORD.</b>	
<b>03 RECORD-TYPE-CODE</b>	PIC X.
<b>03 FILE-HEADER-RECORD.</b>	
05 FH-PRIORITY-CODE	PIC XX.
05 FH-DESTINATION-ID-NUM	PIC X(10).
05 FH-OUR-IRS-NUM	PIC X(10).
05 FH-CREATION-DATE.	
07 FH-CREATION-YEAR	PIC 99.
07 FH-CREATION-MONTH	PIC 99.
07 FH-CREATION-DAY	PIC 99.
05 FH-CREATION-TIME.	
07 FH-CREATION-HOUR	PIC 99.
07 FH-CREATION-MINUTES	PIC 99.
05 FH-FILE-ID-MODIFIER	PIC X.
05 FH-RECORD-SIZE	PIC XXX.
05 FH-BLOCKING-FACTOR	PIC XX.
05 FH-FORMAT-CODE	PIC X.
05 FH-DESTINATION-NAME	PIC X(23).
05 FH-OUR-NAME	PIC X(23).
05 FILLER	PIC X(8).
<b>03 BATCH-HEADER-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 BH-SERVICE-CLASS-CODE	PIC XXX.
05 BH-OUR-NAME	PIC X(16).
05 BH-DESCRETIONARY-DATA.	
07 BH-THE-LETTERS-PP	PIC XX.
07 BH-PAY-PERIOD	PIC XX.
07 FILLER	PIC X.
07 BH-TYPE-BANK-RECORD	PIC X(15).
05 BH-OUR-IRS-NUM	PIC X(10).
05 BH-STANDARD-ENTRY-CLASS	PIC XXX.
05 BH-ENTRY-DESCRIPTION	PIC X(10).
05 BH-DISCRPTIVE-DATE	PIC X(6).
05 BH-EFFECTIVE-DATE.	
07 BH-EFFECTIVE-YEAR	PIC 99.
07 BH-EFFECTIVE-MONTH	PIC 99.
07 BH-EFFECTIVE-DAY	PIC 99.
05 FILLER	PIC X(3).
05 BH-ORGINATOR-STATUS-CODE	PIC X.
05 BH-TRACE-NUM.	
07 BH-DESTINATION-ID-NUM	PIC X(8).

07 BH-BATCH-NUM	PIC X(7).
<b>03 DETAIL-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 DET-TRANSACTION-CODE	PIC XX.
05 DET-EMPL-BANK-ID-NUM	PIC X(9).
05 DET-EMPL-ACCOUNT-NUM	PIC X(17).
05 DET-EMPL-NET-AMOUNT	PIC 9(8)V99.
05 DET-EMPL-ID-NUM.	
07 DET-EMPL-SS-NUM	PIC X(9).
07 FILLER	PIC X.
07 DET-LETTERS-PR	PIC XX.
07 DET-EMPL-PAYROLL-NUM	PIC XXX.
05 DET-EMPL-NAME	PIC X(22).
05 FILLER	PIC XX.
05 DET-ADDENDA-INDICATOR	PIC 9.
05 DET-TRACE-NUM.	
07 DET-DESTINATION-ID-NUM	PIC X(8).
07 DET-SEQUENCE-NUM	PIC X(7).
<b>03 ADDENDA-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 ADDENDA-TYPE-CODE	PIC XX.
05 ADDENDA-FREE-FORMAT	
07 ADDENDA-VENDOR-INVOICE	PIC X(30).
07 FILLER	PIC X(50).
05 ADDENDA-SPEC-SEQ-NUM	PIC 9(4).
05 ADDENDA-ENTRY-DET-SEQ-NUM	PIC 9(7).
<b>03 OFFSET-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 OFF-TRANSACTION-CODE	PIC XX.
05 OFF-EMPL-BANK-ID-NUM	PIC X(9).
05 OFF-EMPL-ACCOUNT-NUM	PIC X(17).
05 OFF-EMPL-NET-AMOUNT	PIC 9(8)V99.
05 OFF-EMPL-ID-NUM.	
07 OFF-EMPL-SS-NUM	PIC X(9).
07 FILLER	PIC X.
07 OFF-LETTERS-PR	PIC XX.
07 OFF-EMPL-PAYROLL-NUM	PIC XXX.
05 OFF-EMPL-NAME	PIC X(22).
05 FILLER	PIC XX.
05 OFF-ADDENDA-INDICATOR	PIC 9.
05 OFF-TRACE-NUM.	
07 OFF-DESTINATION-ID-NUM	PIC X(8).
07 OFF-SEQUENCE-NUM	PIC X(7).

<b>03 CTX-DETAIL-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 CTX-TRANSACTION-CODE	PIC XX.
05 CTX-RECEIVING-BANK-ID-NUM	PIC X(9).
05 CTX-RECEIVING-ACCOUNT-NUM	PIC X(17).
05 CTX-TOTAL-AMOUNT	PIC 9(8)V99.
05 CTX-ID-NUM.	PIC X(15)
05 CTX-NUMBER-OF-ADDENDA-RECS	PIC X(4).
05 CTX-RECEIVING-COMPANY-NAME	PIC X(16).
05 FILLER	PIC XX.
05 CTX-DISCRETIONARY-DATA	PIC XX
05 CTX-ADDENDA-INDICATOR	PIC 9.
05 CTX-TRACE-NUM.	
07 CTX-DESTINATION-ID-NUM	PIC X(8).
07 CTX-SEQUENCE-NUM	PIC X(7).
<b>03 BATCH-TRAILER-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 BT-SERVICE-CLASS-CODE	PIC XXX.
05 BT-TOTAL-COUNT-IN-BATCH	PIC 9(6).
05 BT-TOTAL-HASH-IN-BATCH	PIC 9(10).
05 BT-TOTAL-DEBIT-IN-BATCH	PIC 9(10)V99.
05 BT-TOTAL-CREDIT-IN-BATCH	PIC 9(10)V99.
05 BT-OUR-IRS-NUM	PIC X(10).
05 FILLER	PIC X(25).
05 BT-TRACE-NUM.	
07 BT-RECEIVING-ID-NUM	PIC X(8).
07 BT-BATCH-NUM	PIC X(7).
<b>03 FILE-TRAILER-RECORD REDEFINES FILE-HEADER-RECORD.</b>	
05 FT-TOTAL-BATCHES	PIC 9(6).
05 FT-TOTAL-BLOCKS	PIC 9(6).
05 FT-TOTAL-ENTRY-RECS	PIC 9(8).
05 FT-TOTAL-HASH	PIC 9(10).
05 FT-TOTAL-DEBIT	PIC 9(10)V99.
05 FT-TOTAL-CREDIT	PIC 9(10)V99.
05 FILLER	PIC X(39).

**DEPARTMENT OF THE TREASURY  
GENERAL TREASURY DISBURSEMENT SERVICES RFP 2020  
STANDARD PAID FILE LAYOUT**

**THE FOLLOWING ACCOUNTS WILL REQUIRE A DAILY RETURN PAID FILE FROM THE BANK:**

- HEATING ENERGY ASSISTANCE PROGRAM ACCOUNT
- INCOME TAX REFUND ACCOUNT
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (HOMESTEAD)
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (SAVER)
- HOMESTEAD, SAVER, AND PROPERTY TAX REBATE ACCOUNT (PROPERTY TAX REBATE)
- CONSOLIDATED (B) CHECK ACCOUNT
- PAYROLL CHECK ACCOUNT

**PAID FILE: RECORD LENGTH - 85**

<b>01 PAID-FILE.</b>	
02 ISSUE-DATE -YYYYMMDD	PIC 9(8).
02 CHECK-NUMBER	PIC 9(10).
02 CHECK-AMOUNT	PIC 9(12)V99.
02 BANK-ACCOUNT-NUMBER	PIC 9(15).
02 PAYEE-NAME	PIC X(30)
02 PAID-DATE-YYYYMMDD	PIC 9(8).

**DEPARTMENT OF THE TREASURY  
GENERAL TREASURY DISBURSEMENT SERVICES RFP 2020  
HEAP OUTSTANDING CHECK FILE LAYOUT**

**THE FOLLOWING ACCOUNT WILL REQUIRE A MONTHLY OUTSTANDING CHECK FILE FROM THE BANK:**

- HEATING ENERGY ASSISTANCE PROGRAM ACCOUNT

**OUTSTANDING CHECK FILE: RECORD LENGTH - 44**

<b>01 OUTSTANDING-CHECK-FILE.</b>	
02 ACCOUNT- NUMBER	PIC X(13).
02 FILLER	PIC X(1).
02 CHECK-NUMBER	PIC X(10).
02 FILLER	PIC X(1).
02 CHECK-AMOUNT	PIC 9(10)
02 FILLER	PIC X(1).
02 CHECK-DATE	PIC X(8). mmddyyyy