

ISSUE FILE REQUIREMENTS

Test File for Mapping

For the **Issue File** format, we accept fixed-width or delimited files (.txt or .csv) and excel formatted files. If enrolling in **Payee Match** validation, the issued **Payee Name** is a required field for the service to work.

Issue File

The **Issue File** must contain the **Check Number**, **Issue Date** and **Amount** in no certain order.

Issued Payee Name

The **Issued Payee Name** must be typed exactly as the **Issued Payee Name** on the check.

Optional

Include the **Account Number** in the **Issue File** if uploading more than one account's issued check items at a time.

SAMPLE ISSUE FILE FORMATS

TXT

```
0000596910008451050000000000i000053746407/07/2017Houston Texans  
0000597010008451050000000000i000011400007/07/2017San Antonio Spurs  
0000597110008451050000000000i000004871307/07/2017Jack In The Box  
0000597210008451050000000000i000005000007/07/2017Mike Jones  
0000597310008451050000000000i000000500007/07/2017Bill Gates  
0000597410008451050000000000i000000800007/07/2017XZY Company  
0000597510008451050000000000i000001575007/07/2017Charles Smith
```

CSV

Check Number	Date	Payee	Amount	Account
13357	10/28/2016	VOID	\$-	123456789
13822	12/17/2017	Houston Texans	\$100.00	123456789
13393	2/28/2017	Spurs	\$190.00	123456789
13397	3/3/2017	Burger King	\$2,500.00	123456789
13399	3/17/2017	Mike Jones	\$406.00	987654321
13400	3/17/2017	Bill Gates	\$657.08	987654321
13849	1/5/2017	XZY Company	\$1,699.43	987654321
13860	4/19/2017	Charles Smith	\$1,000.00	987654321

Excel

Check Number	Date	Payee	Amount	Account
13357	10/28/2016	VOID		123456789
13822	12/17/2017	HOUSTON TEXANS	100	123456789
13393	2/28/2017	SPURS	190	123456789
13397	3/3/2017	BURGER KING	2500	123456789
13399	3/17/2017	MIKE JONES	406	987654321
13400	3/17/2017	BILL GATES	657.08	987654321
13849	1/5/2017	XYZ COMPANY	1699.43	987654321
13860	4/19/2017	CHARLES SMITH	1000	987654321

ISSUE FILE GUIDELINES

Payee Name

- Words or symbols such as MR., MRS., MISS, or, &, AND, etc. are examples of words and symbols that should be included in the **Issue File**
- The **Payee Name** on the checks **must exactly match** the name listed on the **Issue File** (example: JANE DOE cannot be listed as DOE, JANE on the **Issue File**)
- When multiple **Payee Names** are printed on separate lines, denote line breaks in the file with using the | vertical character
- Leave character positions blank after the **Payee Name** – if a filter is necessary, use the asterisk * symbol only

Character Count

- Only the first 120 characters of the uploaded Payee Name will be compared with the paid check image

ATTENTION TO & CARE OF

- Clearly distinguish the **Distribution Point** from the **Payee Name** by using ATTENTION TO or CARE OF in the **Address Field**
- The most successful variations of ATTENTION TO and CARE OF (with or without the use of a colon) include:
 - ATTENTION
 - ATT
 - ATTN
 - IN CARE OF
- C/O, ATTENTION or similar variations cannot be included on the **Issue File**
- When C/O or ATTENTION is not used, it is necessary to include both the **Payee Name** and **Distribution Point** in the **Issue File**