

**DEPARTMENT OF THE TREASURY  
GENERAL TREASURY DISBURSEMENT SERVICES RFP 2020  
Account File Specifications**

	Record Length	File	Standard Entry Class Code	Timing of Transmission	Contingency for File Transmission
Heating Energy Assistance Program Check File	298	Check File	N/A	Files are transmitted two to three times per month for approximately nine months (December through August)	Resubmit using agreed upon method of transmission
Income Tax Refund Account Check File	298	Check File	N/A	Weekdays during bank hours, except holidays. Income Tax refunds run bi-weekly on Fridays and Wednesdays, with check dates for the following Thursdays and Mondays, respectively. Holiday schedules for runs and check dates may differ	Check authorization is required. Operations should receive an email and auto fax back from the bank indicating if the transmission was successful. If transmission fails, resubmit using agreed upon method of transmission.
Primary (A) Check Account NJCFS Check File	298	Check File	N/A	Weekdays during banks hours, except holidays	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
Homestead, Saver, and Property Tax Rebate Account Homestead Check File	298	Check File	N/A	As requested, on Weekdays during bank hours, except holidays. Homestead Rebates run, only when requested, weekly on Wednesdays, with check dates for the following Mondays	Check authorization is required. Operations should receive an email and auto fax back from the bank indicating if transmission was successful. If transmission fails, resubmit using agreed upon file transmission method
Homestead, Saver, and Property Tax Rebate Account Saver Check File	298	Check File	N/A	Weekdays during bank hours, except holidays. Saver checks run weekly on Thursdays, with check dates for the following Tuesday. Holiday schedules for runs and checks dates may differ	Check authorization is required. Operations should receive an email and auto fax back from the bank indicating if transmission was successful. If transmission fails, resubmit using agreed upon file transmission method
Homestead, Saver, and Property Tax Rebate Account Property Tax Rebate Check File	298	Check File	N/A	Weekdays during bank hours, except holidays. Property Tax Rebate checks run weekly on Tuesday, with check dates for the following Friday. Holiday schedules for runs and check dates may differ	Check authorization is required. Operations should receive an email and auto fax back from the bank indicating if transmission was successful. If transmission fails, resubmit using agreed upon file transmission method
Consolidate (B) Check Account Off-Line Check File	298	Check File	N/A	Weekdays during banks hours, except holidays; on request	Operations receives an email and auto fax back from the bank indicating transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
Payroll Check Account Check File*	298	Check File	N/A	Tuesday for supplemental and Wednesday for Regular	If transmission fails, resubmit using agreed upon method of transmission
Income Tax Refund Account ACH File	94	ACH File	PPD (Prearranged Payment and Deposit entries)	At will on Weekdays during bank hours, except holidays. Income Tax refunds run bi-weekly on Fridays and Wednesdays, with deposit dates for the following Thursdays and Tuesdays, respectively. Holiday schedules for runs and deposit dates may differ	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
Primary (A) ACH Disbursement Account NJCFS ACH File	94	ACH File	CCD + (Cash Concentration or Disbursement Plus Addendum)	Weekdays during bank hours, except holidays	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
Primary (A) ACH Disbursement Account Child Support ACH File	94	ACH File	CTX (Corporate Trade Exchange)	Thursday mornings during bank hours, except holidays	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
Primary (A) ACH Disbursement Account NJCFS Pre-Note	94	Pre-note File	CCD + (Cash Concentration or Disbursement Plus Addendum)	Weekdays during banks hours, except holidays	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
Homestead Rebate and Saver Account Saver ACH File	94	ACH File	PPD (Prearranged Payment and Deposit entries)	At will on Weekdays during bank hours, except holidays. Saver Rebates run weekly on Thursdays, with deposit dates for the following Wednesday. Holiday schedules for runs and deposit dates may differ	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
General ACH Disbursement Account ACH Disbursement File*	94	ACH File	PPD (Prearranged Payment and Deposit entries)	Weekly, during banks hours, except holidays	Operations receives an email and auto fax back from the bank indicating if transmission is successful. If transmission fails, resubmit using agreed upon method of transmission
General ACH Disbursement Account ACH Pre-Note File*	94	Pre-note File	PPD (Prearranged Payment and Deposit entries)	Monthly, during bank hours, except holidays	If transmission fails, resubmit using agreed upon method of transmission
Payroll ACH Account ACH File*	94	ACH File	PPD (Prearranged Payment and Deposit entries)	Batch 1: Tuesday prior to pay date Batch 2: Wednesday prior to pay date	If transmission fails, resubmit using agreed upon method of transmission
Payroll ACH Account Pre-Note File*	94	Pre-note File	PPD (Prearranged Payment and Deposit entries)	Monday of a regular pay week and the Friday before an early pay week	If transmission fails, resubmit using agreed upon method of transmission

\*This schedule will change for scheduled holidays and any additional days granted by the governor

**FOR ALL ACCOUNTS:**

- File Layout: EXHIBIT M Standard Check, ACH Prenote, and Paid File Layouts
- Security Requirement: See EXHIBIT A File Transfer Guide
- Transmission Method- Any Synchronous transmission method on EXHIBIT A File Transfer Guide