

**DEPARTMENT OF THE TREASURY  
GENERAL TREASURY DISBURSEMENT SERVICES RFP 2027  
Account File Specifications**

**EXHIBIT N**

	Record Length	File	Standard Entry Class Code	Timing of Transmission	Contingency for File Transmission
<b>Heating Energy Assistance Program Check File</b>	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
<b>Income Tax Refund Account Check File</b>	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 agree upon method of transmission.
<b>Primary (A) Check Account NJCFS Check File</b>	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 agree upon method of transmission
<b>Property Tax Relief Account Check File</b>	298	Check File	N/A	As requested, on Weekdays during bank hours, except holidays. Property Tax Relief runs, only when requested, weekly on Tuesdays, Wednesdays, and Thursdays with check dates for the following Monday, Thursday, and Friday. Holiday schedules for runs and deposit 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
<b>Consolidate (B) Check Account Off-Line Check File</b>	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
<b>Payroll Check Account Check File*</b>	298	Check File	N/A	Tuesday for supplemental and Wednesday for Regular	If transmission fails, resubmit using agreed upon method of transmission
<b>Income Tax Refund Account ACH File</b>	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
<b>Primary (A) ACH Disbursement Account NJCFS ACH File</b>	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
<b>Primary (A) ACH Disbursement Account Child Support ACH File</b>	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 agree upon method of transmission
<b>Primary (A) ACH Disbursement Account NJCFS Pre-Note</b>	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 agree upon method of transmission
<b>Property Tax Relief Account ACH File</b>	94	ACH File	PPD (Prearranged Payment and Deposit entries)	At will on Weekdays during bank hours, except holidays. Rebates run weekly on Wednesday and Thursdays, with deposit dates for the following Monday and 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 agree upon method of transmission
<b>General ACH Disbursement Account ACH Disbursement File*</b>	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
<b>General ACH Disbursement Account ACH Pre-Note File*</b>	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
<b>Payroll ACH Account ACH File*</b>	94	ACH File	PPD (Prearranged Payment and Deposit entries)	Regular State Pay Date: 2 Separate Batches. Batch 1= Tuesday prior to pay date. Batch 2 = Wednesday prior to pay date	If transmission fails, resubmit using agreed upon method of transmission
				Supplemental Pay Date: 1 Batch, Tuesday prior to pay date	
<b>Payroll ACH Account Pre-Note File*</b>	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