

**DIVISION OF LOTTERY
LOTTERY COLLECTION AND DISBURSEMENT SERVICES RFP 2023
CHECK DISBURSEMENT FILE TRANSMISSION SPECIFICATIONS**

FILE: Lottery Check Disbursement File

FREQUENCY OF TRANSMISSION: Weekly

TIMING OF TRANSMISSION: Check Disbursement Files are transmitted to the bank on Wednesday. Checks are then printed by a third party vendor and delivered to the Capital Post Office on Friday.

METHOD OF TRANSMISSION: Connect: Direct Secure

CONTINGENCY FOR FILE TRANSMISSION: Resubmit Connect: Direct

RECEIPT REQUIREMENTS: Upon successful receipt of the file, the bank must send an acknowledging email and fax to OIT Production Services indicating that the file was received. The confirmation email and fax should indicate the total number of records and the total dollar amount included on the transmission file.