

**GENERAL TREASURY DISBURSEMENT SERVICES RFP**

**INCOME TAX REFUND ACCOUNT**

**CURRENT CHECK FILE SPECIFICATIONS**

**TAXATION –INCOME TAX CHECK FILE, Record Length: 48**

**FILE LAYOUT: EXHIBIT M Standard Check, ACH, Pre-note, Check Paid and Outstanding HEAP Check File Layouts**

**FILE:** Check File

**METHOD OF TRANSMISSION:** Connect: Direct Secure+

**TIMING OF TRANSMISSION:** Weekdays during bank hours, except holidays.

**CHECK SCHEDULE:**

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.

**CONTINGENCY FOR FILE TRANSMISSION:**

Check Authorization is required. Operations should receive an auto fax back from the bank indicating if the transmission was successful. If transmission fails, resubmit Connect: Direct: Secure+.

**SECURITY REQUIREMENTS:** Dedicated Line