

# RECORD LAYOUT - For Tuition Payment Book Orders

Create a file following the exact columns below, using Excel or similar program. Save your finished file in any of these formats: .xls, .csv, or .wk1

See following page to see the location of a field on a finished payment coupon

- | Col. | Description  |
|------|--|
| A    | <b>ACCOUNT#:</b> Enter up to 15 characters for any applicable account or student ID number to appear at the top of the coupon. Leave this column blank if this does not apply, except: <b>Excel users must place a space here if this does not apply.</b> Also note: If formatting this field with leading zeros, verify that the lead zeroes appear on the final output. Some spreadsheet programs may drop leading zeros unless you set the field formatting correctly. Refer to program HELP if needed. |
| B    | <b>NAME 1:</b> Provide up to 30 characters per line for the name of the person(s) making the payments.   |
| C    | <b>NAME 2:</b> This prints on the coupons and mailing documents.   |

Addresses entered in Columns D, E, F will print on mailing pages that accompany books, but not on the coupons themselves

- | D   | E                 | F   |
|---|-------------------|---|
| <b>ADDRESS 1:</b> Maximum of 30 characters for each of these 3 lines. | <b>ADDRESS 2:</b> | <b>ADDRESS 3:</b>   |
|   |                   | Optional. Enter up to 3 lines for input for the mailing address to which the finished coupon book should be mailed to. Leave blank if not applicable. Be sure to format to Postal Service Specifications. |
- Example**  
1650 Parent St  
Los Angeles CA 99999

- |          |   |
|----------|---|
| <b>G</b> | <b>DESCRIPTION LINE 1:</b> Maximum 30 characters per line.  |
| <b>H</b> | <b>DESCRIPTION LINE 2:</b><br>Optional: enter up to 2 lines of input for any description to appear across the center of a particular payment book. Leave blank if not applicable. |

**SKIP MONTHS.** To order a book with skip months, complete your order input with normal information, including the amount of the regular payment. Enter the date of the first actual payment. For the desired number of payments, enter the number of the last actual payment. IE: if a 60 month contract with 3 skips per year, enter the number as "45".

To indicate skip months, use field H "Description Line 2". In this line, enter coding to signify what months are skipped: "SKIP MONTHS-XXXXXXXXXX" The spacing/spelling is critical. This must start as "SKIP MONTHS-", followed by codes to signify each month as a skip month or a payment month. A skip = "Y". A payment month equals "N". The first value is for January.  
Thus to skip each May/June/July: SKIP MONTHS-NNNNYYYYNNNN  
To skip each Nov/Dec/Jan: SKIP MONTHS-YNNNNNNNNYY

- |          |  |
|----------|--|
| <b>I</b> | <b>YOUR CUSTOMER NUMBER WITH BANK-A-COUNT CORP.</b><br><u>Required.</u> (a 6 or 7 digit #) Find this on cover letter sent with your info packet, or call us at 715.435.2017.   |
| <b>J</b> | <b>SUFFIX #</b> - 3 digits. This field is <u>Required.</u><br>Enter a 3-digit "suffix" to distinguish different types of coupon printing. (Such as "001", etc) This is the number you provided on the paper copy "IMPRINT SPECIFICATIONS FORM". In this case, if leading zeroes drop, that's OK. |

Leave the class code field K below blank unless instructed otherwise.

- |          |  |
|----------|--|
| <b>K</b> | <b>CLASS CODE:</b> An optional 1 digit value to differentiate between different type of books/printing. Commonly used by lenders, banks, etc. to allow for different imprints for Installment Loans vs. Mortgage Loans, etc. |
|----------|--|

**LATE PENALTY INFO:** It is recommended that the late charge information be stored on our master files by completing the Imprint Specifications Form and leaving columns L – O blank.

- |          |  |
|----------|--|
| <b>L</b> | <b>LATE FEE PERCENT:</b> Optional. This will override any late fees stored on our master files from the Imprint Specifications form. Percent (%) of the payment amount which is assessed as a penalty if the payment is late. Not to exceed 20%.   |
| <b>M</b> | <b>MAXIMUM LATE FEE AMOUNT:</b> Optional. This will override any late fees stored on our master files from the Imprint Specifications form. The maximum amount of any late penalty being calculated from a percentage in column L.   |
| <b>N</b> | <b>MINIMUM LATE FEE AMOUNT:</b> Optional. This will override any late fees stored on our master files from the Imprint Specifications form. The LEAST amount the late fee could be. Use this field only if have a flat dollar amount.  |
| <b>O</b> | <b>LATE DAYS: **IMPORTANT**</b> This is required IF Late Fees are being provided in columns L, M or N. Be sure to review IMPRINT SPECIFICATIONS FORM for explanation on days. Example "10" = if due on Jan 1, late payment after Jan. 10 <sup>th</sup> . This will override any late fees stored on our master files from the Imprint Specifications form. |

**If the tuition PAYMENT AMOUNT for a particular book is the same for all coupons within that book, complete columns P – R and leave columns S – X blank. If the payment amount changes within a book, then complete Columns S – X also.**

- P PAYMENT AMOUNT 1:** Required. Up to 11 digits.  
Dollar amount for the regular payment to be shown on the payment coupon. Enter with the decimal point, but without the dollar sign. Examples: Enter \$125.00 as "125" Enter \$200.51 as "200.51" If you would like the AMOUNT DUE box left blank, enter "0" here.
- Q NUMBER OF PAYMENTS 1:** Required. Number of payments for the first payment level. Example: if you wanted 11 @ \$100.00 and 1 @ \$125.00, this field would have "11".
- R FREQUENCY OF PAYMENT 1:** Up to 2 digits  
Leave blank if monthly payments. Enter 1 for Annual pmts, 2 for Semi-Annual, 4 for Quarterly, 26 for bi-weekly, 52 for weekly. Contact us for other frequencies. If using the skip month routine above in column H, leave this field blank.

**Columns S – X are blank unless you require a coupon book with payment changes. For example: to order a payment book with the following payment stream: 3 @ \$100.00, 6 @ \$150.00, 3 @ \$175.00 for a total of 12 monthly payments --- You should complete column P = 100, column Q = 3, column R = (Blank), S = 150, T = 6, U = (blank), V = 175, W = 3, X = (blank)**

- S PAYMENT AMOUNT 2:** Optional. Up to 11 digits. Dollar amount for the Second payment level to be shown on the payment coupon.
- T NUMBER OF PAYMENTS 2:** Number of payments for the second payment level for this book. Number 1 PLUS Number 2 must not exceed the number of coupons requested by the beginning and ending numbers (Column Z and AA).
- U FREQUENCY OF PAYMENT 2:** Leave blank if monthly payments. Enter 1 for Annual pmts, 2 for Semi-Annual, 4 for quarterly, 26 for bi-weekly, 52 for weekly.
- V PAYMENT AMOUNT 3:** Optional. Up to 11 digits. Dollar amount for the Third payment level to be shown on the payment coupon.
- W NUMBER OF PAYMENTS 3:** Number of payments for the third payment level for this book. Number 1 PLUS Number 2 PLUS Number 3 must equal the number of coupons requested by the beginning and ending numbers (Column Z and AA).
- X FREQUENCY OF PAYMENT 3:** Leave blank if monthly payments. Enter 1 for Annual pmts, 2 for Semi-Annual, 4 for quarterly, 26 for bi-weekly, 52 for weekly.

**Y DUE DATE:** Required. The due date for the first coupon in book. MUST BE IN THE FORMAT OF "mm/dd/yy"  
Enter July 1, 2002 as "7/1/03", "07/01/02" or "7/1/2002". (Without quotes) This is critical. No other alternatives accepted. If you would like due dates left blank in the book, enter this as "99/99/99".

**Z BEGINNING PAYMENT NUMBER:** Required. Enter the desired payment number of the first coupon in the book.

**AA ENDING PAYMENT NUMBER:** Required. Enter the desired payment number of the last coupon in the book.

**AB COUPON TYPE:** Required. 3 digit code. "PC6" for green, "PC7" for blue, "PC8" for burgundy, "PC3" for Brown book with red late fee box.

**Note:** "PC3" brown book with red late fee box has some restrictions noted on the Imprint Specifications form. In addition, OCR & Bar-code scan lines can not be printed on this coupon. The Red box appears in this print area.

**NOTE:** Although you may not be using all the fields above, all 28 columns must be provided in the data file. Those columns you are not using must be blank. A field that requires a value is noted above with "Required."

# Putting the Pieces Together

## Full Version Record Layout

**Optional Description Line** Column G & H \*\*  
or  
**Item #9 \***

**Name of Payor** Column B & C \*\*

**Account Number** Column A \*\*

**Monthly Messages** Item # 11 \*

**Due Date** Column Y \*\*

**Payment Amount** Column P, S, V \*\*  
and  
**Item #10 \***

**# of Payments** Column Z & AA \*\*

**YOUR SCHOOL NAME**  
PO BOX 12345  
YOUR TOWN USA 12345-9999

**SCHOOL TUITION PAYMENT**  
ID# 10-0011

**PAUL & PATTY PARENTS**

**SALLY** \$122.50  
**BILLY** \$ 13.00

**IMPORTANT - PLEASE INCLUDE THIS COUPON WITH YOUR PAYMENT TO:**

**YOUR SCHOOL NAME AND ADDRESS HERE!**

**PAYMENT NUMBER**  
001

DUE DATE	AMOUNT DUE
07-01-00	135.50

**AMOUNT ENCLOSED** \$ \_\_\_\_\_  
**CHECK #** \_\_\_\_\_

AFTER	PAY
07-15-00	\$145.50

**SCAN LINE OF ADDITIONAL MESSAGE PRINTS HERE**

**Stock Picture**  
Item # 3 \*\*

**Scan Line or Monthly Messages**  
Item #11 or 12 \*

**Boxed Image or Special Text**  
Item #8 \*

**Payee Address Info**  
Item # 2 \*

**Name and Address for Detachable Return Label**  
Item #4 \*

**Late Fees**  
Item #7 \*  
or  
Column L, M,  
N & O \*\*

**Standard STUB**  
if Item # 4 \* not  
completed, the following  
Stub will print

**Pmt. Due**

**Check #**

**AMOUNT DUE**

**AMOUNT PAID**

**Actual Date Paid**

Text printed on  
this page in:

Is controlled by the data you provide via:

Red *	Imprint Specifications Form
Blue **	Record Layout - Full Version