Bank A Count Corp.

RECORD LAYOUT – Bam08005

Payment Book Orders
Formats supported in this layout include: Excel, **.xls**, Comma separated values, **.csv, .pan**

Col. | **Description**

A   **CLIENT NUMBER:** Required. The first 4 positions should contain the 4 digit mgmt/client code assigned to your company. Positions 5 through 8 should contain the 4 digit association/print code. If the association code is not 4 digit's please zero fill the area. The 4 digit management code is a unique number that you may assign.

B   **ACCOUNT#:** Up to 15 characters for any applicable account or unit number to appear at the top of the coupon. Also note: If formatting this field with leading zeros, verify that the lead zeroes appear on the final output. Programs such as Excel may drop leading zeros unless you set the field formatting correctly. Refer to program HELP if needed.

C   **NAME:** Up to 30 characters for the name of the person making the payments and is used for mailing purposes.

D   **ADDRESS 1:**   Maximum of 30 characters for each of these 4 lines.
E   **ADDRESS 2:**   This prints on the mailing pages only, does not appear
F   **ADDRESS 3:**   on the coupons UNLESS: Field #4/Column D starts
G   **ADDRESS 4:**   with "RE:", then anything in this field will print directly under the name on the coupons.

Optional. 4 lines for input of mailing address to which the finished coupon books should be mailed to. Leave blank if not applicable. If used, be sure to format to Postal Service Specifications.

> **Foreign Country Mail Standards**
> Re: USPS International Mail Manual, Par 122.1 Destination Address
>
> The city destination must appear in capital letters together with the correct post code number or delivery zone number, if any. The last line of the address must show only the country name, written in full (no abbreviations) and in capital letters. If possible, the address should have no more than five lines. For example:
>
> MR THOMAS CLARK | MS CRISTINA CRUZ
> 117 RUSSELL DRIVE | APARTADO 3068
> LONDON WIP 6HQ | 46807 PUERTO VALLARTA JALISCO
> GREAT BRITAIN | MEXICO
>
> Exception: To Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between "ON" and "KIA0B1":
>
> MS HELEN SAUNDERS
> 1010 CLEAR STREET
> OTTAWA ON K1A0B1
> CANADA

H   **FREQUENCY OF PAYMENT:** Required. Enter M for Monthly pmts, A for Annual, S for Semi-Annual, Q for Quarterly, B for bi-weekly, W for weekly.

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

J   **# OF PAYMENTS:** Required. Up to 3 digits, to control # of pages in book.

K   **PAYMENT AMOUNT:** 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.

L   **DUE DATE:** Required. The due date for the first coupon in book.
MUST BE IN THE FORMAT OF mm/dd/yy!
Enter July 1, 2017 as "7/1/17", "07/01/17", "7/1/2017" This is critical. No other alternatives accepted.

OPTIONAL FIELDS

M   **FILLER:** Leave Blank.

N   **INPUT TYPE:** If this field used, the following defines what should be in the following fields.

INPUT TYPE = A

O   **PYMT AMOUNT:** Amount of payment you want reflected on inserted coupon

P   **DUE DATE:** The date you want used on the inserted coupon

INPUT TYPE = D

O   **LATE DAYS:** When completing the number of days Example "10" = if due on Jan 1, late payment after Jan. 10th. If due this will override any late fees stored on our master files from the online print setup.

By placing a 99 will result the late fee to be the last day of the due date month.

P   **LATE CHARGE AMOUNT:** This is the amount added to the regular payment amount to arrive at the total amount that should be paid if payment received after the late date.

> **IMPORTANT LATE PENALTY INSTRUCTIONS**
> 1) If the method of computing the late fee is always the same, have us STORE this on our system, and you then won't have to enter this each time.
> 2) When completing the number of DAYS for the late penalty print setup, it is crucial that you follow this example: If a payment were scheduled for April 1: Enter "10" if you want us to show the late payment applies **AFTER April 10th.**   **IMPORTANT** Or, enter "11" if you want us to show the late payment applies **AFTER April 11th**

INPUT TYPE = F

O   **DESCRIPTION:** First Odd Amount

INPUT TYPE = G

O   **DESCRIPTION:** Printed directly under the name on the coupons.

INPUT TYPE = L

O   **DESCRIPTION:** Last Odd Amount

INPUT TYPE = M

O   **NUMBER OF PMTS**
P   **2ND PAYMENT AMOUNT**
Q   **2ND DUE DATE**
R   **NUMBER OF PAYMENTS**
S   **3RD PAYMENT AMOUNT**
T   **3RD DUE DATE**
U   **NUMBER OF PAYMENTS**
V   **4TH PAYMENT AMOUNT**
W   **4TH DUE DATE**

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