Mail Frequency and Volumes

Mailing Frequency and Volumes
Invoices are generated ☐ Monthly   ☐ Quarterly   ☐ Yearly   ☐ Seasonal Peaks   ☒ Tax Cycle (provide types per collection & collection) Comments:Volume Information: Approximately 45,000 coupons will be mailed out once per year in June but payments can be paid Quarterly Special Processing Calendar Requirements (start/stop dates): Yes, Initial: **start May 23rd** .... **stop by postmark July 1st** *Special processing calendar requests to be emailed to Lockbox ***There is a possibilty that people may send utility and tax payments in the same envelope. The City is requesting that these be split out at mailed opening and processed in the correct Locbox. Customer understands that this is a manual process and may be prone to errors.***

*Please email **Lockbox@websterbank.com** for start/stop dates for all future requests to ensure appropriate modifications are completed

PO Box Location and Address

PO Box Location	Lockbox Payment Remit Address
☐ Hartford, CT Post Office ☐ White Plains, NY Post Office ☒ Providence, RI Post Office	City of East Providence Tax Dept # _____TBA_____ P. O. Box ____TBA_____ Providence, RI _____TBA_____

Mail Extraction

Webster Bank will pickup daily from the above location all sorted mail and extract according to batch modes listed in the Sort Pattern section and mail extraction requirements listed below.

All "overnight delivery" checks/payments to Webster must be received with the first morning delivery for same day posting.

Function	Process/Requirement
Payees (including reasonable variations)	City of East Providence, Tax Collector and any reasonable variation
Mail Exceptions	Items are packaged according to exception category. ☒ Correspondence, notes, attachments ☒ Stub-only ☒ Check only ☒ Remittance with no scan line
Cash	Replace with Bank check and process according to standard procedure
Stubs	All stubs are shredded. Images are available via Weblink.

Paperwork Distribution Method

Webster Bank will package and distribute processed work and exception items according the requirements listed below.

Function	Process/Requirement
End of Day Paperwork & Exceptions	☒ Overnight Mail City of East Providence 145 Taunton Ave East Providence, RI 02914
Reject Item Detail Report	Included in Distribution paperwork
Mail Extraction Exceptions	Included in distribution
Image Archive CD	☒ Yes ☐ No
Image Archive CD Frequency	☐ Monthly ☐ Bi-Weekly ☐ Weekly ☒ End of Cycles

File Delivery and Timing

Webster Bank will deliver the extract file according to the requirements listed below.

Function	Process/Requirement
Extract File	☐ Encrypted E-mail Email Address: erynda@cityofeastprov.com abochichio@cityofeastprov.com kbrown@cityofeastprov.com
Batch Summary Report	Included in electronic file delivery option
Timing	End of day

Batch Modes

The processing/batch modes available in this sort pattern are as follows. The transactions processed will include those that use the stub scanline formats defined in this section.

Batch Mode	Description	Batch Number Range (Operations/IT)
☒ Singles	Batches consisting of a single stub and single check	
☒ Multiples	Batches consisting of any combination of multiple stubs and multiple checks	
☐ Checks Only With	Batches consisting of checks only with an account number indicated	
☐ Encode Only (transactions not on extract file)	Batches consisting of checks only	

Payment Requirements

☒ Balanced Only
☐ Accept All
☐ Stop File (Requires Sample File and Layout)
☐ Tax Lookup

Web-Link

Function	Fields Requirement
Web-Link Customer may view up to three fields from their scanline, in addition to the amount paid Web-Link provides a summary fo deposits and the detail and images of each transaction.	❏ Account Number ❏ Amount Paid (standard field)

Data Entry Requirements – Stub Scanline (EXAMPLE)

Table A - Layout

** Indicates blank space on scanline. DO NOT use Filler Fields when calculating the Check Digit

No	Field Name/SLF Label	Pos	Lgth	Req	Visible	Format
01	Customer Number (411)	1-10	10	Y	Y	Alpha/Numeric
02	Filler**	11-12	2			Blank
03	Invoice Number (416)	13-18	6	Y	Y	Alpha/Numeric
04	Filler**	19-20	2			Blank
05	Amount Due (413)	21-28	8	Y	Y	Numeric
06	Filler**	29-30	2			Blank
07	Check Digit – Amt Due (421)	31	1	Y	Y	Check Digit on Amount Due, MOD 10 using weights 7,3,1
08	Filer**	32-33	1			Blank
05	Check Digit - Scanline (422)	34	1	Y	Y	Check Digit on all Fields Including Other Check Digits. MOD 10 using weights 7,3,1

Please be sure that all amounts due on bill are present on scanline. This includes multiple cycles when appropriate

Table B – Check Digit Routine

Check digit routines to be used. EXAMLE CHECK DIGIT CALCULATION
   ❏   *Alpha characters converted to '1' for CD calculation*
   ❏   *Mod 10, weighting 7,3,1 (left to right), sum of products. Divide sum of products by Modulus. Subtract remainder from modulus to obtain check digit. Same routine for all check digits:*

Scanline	1	2	3	4	5	6	7	8	9
Weight	7	3	1	7	3	1	7	3	1
Product	7	6	3	28	15	6	49	24	9
Sum of Products	147								
Div Sum by Mod	14.7								
Subtract Remainder from Mod	7-10								
CD	3								

Outputs

The extract generator creates a file in the format specified in this section and also a report of batches processed and the total amount processed for the extract. Item details are obtained from database.

Extract Path and Filename

Path	Filename
...\Extracts\?	EPTAX.MMDDYY (where *MMDDYY*s the processing date)

Processing Logic and File Layout (EXAMPLE)

Within each file, there's a Batch Header, Transactions, Batch Total and Grand Total that produce output records as follows:

NOTE: Position dependent file and leading zeros to be present.

Batch Header

Position	Length	Format	Description
01 – 01	01	Alpha	Always "B"
02 – 09	08	Numeric	Posting Date (mmddyyyy)

Transactions

Position	Length	Format	Description
01 – 01	01	Alpha	Always "P"
02 – 05	04	Numeric	Transaction Number
06 – 15	10	Alpha/Numeric	Customer Number
16 – 21	06	Alpha/Numeric	Invoice Number
22 – 30	09	Numeric	Amount Paid

Batch Total

Position	Length	Format	Description
01 - 01	01	Alpha	Always "T"
02 -05	04	Numeric	Batch Number
06 - 17	12	Numeric	Batch Payment Total (using check amount)

Grand Total

Position	Length	Format	Description
01 - 01	01	Alpha	Always "G"
02 - 13	12	Numeric	Total Paid All Batches (using check amount)
14 - 21	08	Numeric	Posting Date (mmddyyyy)

Tax Setup

-Back Tax Flag

-Years accepted (example: current + previous for all types/specific types)

Endorsements

The transports are configured with a Multi-Line Jet Endorser (MJE) for document endorsing. The MJE will endorse up to three 60-character lines or up to four 45-character lines of programmable information. An endorsement will be printed on documents as they are processed in Pass 1 or in Pass 2. The fields endorsed are controlled by the sort pattern.

Endorse Scheme - Checks

Pos	Lgth	Field Name	Pass	Side	Source	Comments
1-6	6	Batch Number	1	B	TMS Image	
7	1	Filler			Space	
8-11	4	Transaction Number	1	B	TMS Image	
12	1	Filler			Space	
13-16	4	Batch-Relative Sequence Number	1	B	TMS Image	
17	1	Filler			Space	
18-27	10	Account Number (PC 3)	2	B	Scanline Pos1-10	Alpha/Numeric-411
28	1	Filler		B	Space	
29-34	6	Process Date	2	B	TMS Image	MMDDYY format
35	1	Filler	2	B		
36	1	Transaction Type	2	B	Constant	'S', 'M' or 'C' Indicator

Research Requirements

Reseach requests have a minimum of a 48 hour turn around time to complete

Return Deposited Items

Return items will be charged back to the account listed herein and notification will be provided within 48 hours.

Billing Account Table

The following values are used for Account Analysis volume processing. Service pricing is contained in the fee schedule.

Field	Value
WorkSource	0000000000
Sort Pattern	0000000000
DDA Account Number**	1918033238
Billing (Analysis) Account Number	1918033238
Stub Image Indicator	☐ 0 - No Images ☐ 1 – Front Image Only ☐ 2 – Rear Image Only ☒ 3 – Both Front and Rear Image
Check Image Indicator	☐ 0 - No Images ☐ 1 – Front Image Only

	☐ 2 -- Rear Image Only
	☒ 3 -- Both Front and Rear Image
DE Formats	N/A
Number of CDs	Value-Menu
Unprocessed Items	Value-Menu
Monthly Service	☐ 0 -- Off
	☒ 1 -- On (track)
Using Image Archive	☐ 0 -- Off
	☒ 1 -- On (track)
Transportation	☐ 0 -- Off
	☒ 1 -- On (track)
Retention Indicator	☒ 0 -- Off
	☐ 1 -- On
Encode Only Images	☒ 0 -- Off
	☐ 1 -- On (track)
Deposit Type Indicator	☒ C (Credit)
	☐ D (Debit)

**Muliple DDA requires spreadsheet of DDA and unique identifier which must be in scan line (fixed position).

APPROVALS:

Upon final review and completion of the Lockbox Requirements Document, client representative will provide sign-off indicating document version being approved. Once approval or acknowledgement has been received by the Webster Bank implementation liaison, the Business Requirements Document will be reviewed with the Lockbox Technical team. The timeline and delivery date will be confirmed once the Lockbox Technical team performs an evaluation of the requirements.

Version __1__ of this document was reviewed and approved by the following representatives:

Client Representative	Date	Signature
Malcolm Moore	1/3/14	