

Positive Pay upload CSV formatting guide

Check files should always be uploaded through Digital Banking before checks are distributed. If you are choosing to upload via file, you will first need to create your check file following these guidelines. Files should be saved as comma separated values (.csv) and contain no headers or additional fields other than the check details listed below. Please note: only **Item number** and **Item amount** are required for upload.

01 Column Properties

- Column 1 Item number*
- Column 2 Item amount* X.XX (do not include \$)
- Column 3 Issue date mm/dd/yyyy
- Column 4 Payee max 35 characters
- Column 5 Void indicator V = void
- Column 6 Account type Chk = checking, Sav = savings, GL = general ledger
- Column 7 Debit/credit D = debit, C = credit
- Column 8 Void date mm/dd/yyyy
- Column 9 Payee address 1
- Column 10 Payee address 2
- Column 11 Payee address 3
- Column 12 Payee address 4
- Column 13 Stop indicator Stop = yes

02 Sample Row

| A | B | C | D | E | F | G | H | I | J | K | L | M |
|-------------|-------------|------------|------------|----------------|--------------|--------------|-----------|-----------------|-----------------|-----------------|-----------------|----------------|
| 1234 | 1234.56 | 06/01/2024 | John Smith | | Chk | D | | 123 Main Street | Fairfax, VA | | 22030 | |
| Item number | Item amount | Issue date | Payee | Void indicator | Account type | Debit/credit | Void date | Payee address 1 | Payee address 2 | Payee address 3 | Payee address 4 | Stop indicator |