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ACH Direct Payments & Deposits Summary **Payment Groups Payment Records** Inquire/Modify

> Express Entry **Global Changes** Import Export

Payment Files Create Regular Delete Approve Release

Payment Manager Create a Single Payment Inquire/Modify Approve Reports

Service Reports/Data Files Payment Manager Activity Payment Records File Activity **ACH Approval Rules** Import Status

Report Inbox **Batch Reports** ACH Direct Payments & Deposits - Payment Records -**Import**

Size Column Type

Format

Back

ACH - American Standard Format Specification

FILE HEADER RECORD

Field Name

Field

Number

1	Record Type	1	01	Numeric	9 (1)MandatoryMust be 1
2	Priority Code	2	02	Numeric	• 9 (2) • File.
3	Immediate Destination	10	04	Alphanumeric	X (10) First position BLANK Next 4 = FED Reserve Routing symbol Next 4 = ABA Institution Identifier 10th character = Check digit
4	Client Number or Immediate Origin	10	14	Alphanumeric	X (10) 10 digit client number as assigned by Royal Bank
5	File Creation Date	6	24	Numeric	9 (6)Enter the date when the file was created.Format YYMMDD
6	File Creation Number or File Creation time	04	30	Alphanumeric	X (4) 4-digit number to identify each file. It must be different from previous 9 numbers submitted for processing per client. When submitting a test file, enter "TEST" or the creation time - HHMM.
7	File ID Modifier	1	34	Alphanumeric	X (1) To Identify several files on the same date between same participants. Upper Case A-Z or 0-9.
8	Record Size	3	35	Numeric	• 9 (3) • 094 – Always.
9	Blocking Factor (a block is 940 characters)	2	38	Numeric	• 9 (2) • 10 – Always
10	Format Code (future use)	1	40	Numeric	• 9 (1) • 1 – Always
11	Destination Bank orImmediate Destination name	23	41	Alphanumeric	X (23)Name of receiving point.May be BLANK
12	Company Name orImmediate Origin Name	23	64	Alphanumeric	X (23) Client Short Name or name of the sending point.
13	Reference Code	8	87	Alphanumeric	X (8)Blank – Reserved.

For Payments destined to Canadian Banks or USA Market (Domestic) Payments

Field Name Size Column Type Format Number • 9 (1) Mandatory 1 01 Numeric Record Type Must be 5

2	Service Class Code	3	02	Numeric	• 2	9 (3) 220 Credit (PDS) transactions only 225 Debit (PAP/CPS) transactions only 200 Debits and Credits (PDS, PAP/CPS)
3	Company Short Name or Company Name	16	05	Alphanume		((16) f blank, will default to short name of payment group
4	Foreign Exchange Indicator	2	21	Alphanume		((2) Slank – Always
5	Foreign Exchange Reference Ind	1	23	Numeric		(1) Zero – Always.
6	Foreign Exchange Reference	15	24	Alphanume		((15) Lero – Always.
7	Destination Country	2	39	Alphanume	ric • N	((2) Mandatory Destination Country of Payment:US United States or CA Canada
8	Client Number	10	41	Alphanume	• 1 ric _a	((10) 10-digit client number as follows: 6-digit client number assigned by RBC and 4-digit subsidiary number assigned by the client. (Where no subsidiary exists insert zeros as the last 4 digits).
9	Standard Entry Class Code	3	51	Alphanume		(1) Zero – Always.
10	Company Entry Description	10	54	Alphanume	• M • II ric d	((10) Anndatory for USA destined payments. t provides a description of the purpose of the entry which will be lisplayed to the Receiver. Examples: GAS BILL; REG.SALARY; INS.PREM; PURCHASE; Optional- For Canadian Banks- information will be in the Electronic desage field.
11	Origination Currency Code	3	64	Alphanume		((3) JSD or CAD. If left blank will default to currency of Service.
12	Destination Currency	3	67	Alphanume	ric • L	((3) JSD or CAD Note: destination currency cannot be CAD for payments lestined to the United States.
13	Due Date	6	70	Alphanume	• [• F ric • T • F	D (6) Due Date. Format YYMMDD. Foday or greater maximum of 173 days. For Payments Destined to USA: today or greater maximum of 173 days. For Payments Destined to CAD: credits can be 30 days in the past or 173 days in the future.
14	Filler	3	76	Numeric		(3) Blanks or information entered will be ignored
15	Filler	1	79	Alphanume		((1) PPD" Enter 1 or leave blank
16	Filler	8	80	Numeric		0(8) Blanks or information entered will be ignored.
17	Batch Number	7	88	Numeric		(7) (7) ncrement by 1
	BATCH HEADER RECORI	D				
Field Number	Field Name		Size	Column Typ	e	Format
1	Record Type		1	01 N	lumeric	9 (1)MandatoryMust be 5
2	Service Class Coo	de	3	02 N	lumeric	9 (3) 220 Credit (PDS) transactions only 225 Debit (PAP/CPS) transactions only 200 Debits and Credits (PDS, PAP/CPS)
3	IAT Indicator		16	05 Alph	nanumeric	 X (16) For forward IAT entries, this field should be left blank.
4	Foreign Exchange Inc	dicator	2	21 Alph	nanumeric	X (2) Zero – Always.

5	Foreign Exchange Reference Indicator	1	23	Numeric	 9 (1) Code used to indicate the content of the Foreign Exchange Reference Field. Code values for this field are: 1 - Foreign Exchange Rate; 2 - Foreign Exchange Reference Number; or 3 - Space Filled.
6	Foreign Exchange Reference	15	24	Alphanumeric	x (15)Zero – Always.
7	Destination Country	2	39	Alphanumeric	X (2)US (for USA)
8	Client Number or Company Identification	10	41	Alphanumeric	X (10) 10 digit client number as assigned by Royal Bank
9	Standard Entry Class Code	3	51	Alphanumeric	• X (3) • IAT
10	Company Entry Description	10	54	Alphanumeric	X (10) Mandatory for USA destined payments - provide a description of the purpose of the entry which will be displayed to the Receiver. Examples: GAS BILL; REG.SALARY; INS.PREM; PURCHASE; Optional - For Canadian Banks - information will be in the Electronic Message field.
11	Origination Currency	3	64	Alphanumeric	X (3)USD or CAD.
12	Destination Currency Code	3	67	Alphanumeric	X (3) USD or CAD. If BLANK default to currency of Service
13	Due Date/Effective Entry Date	6	70	Numeric	 9 (6) Payment date. Format YYMMDD. Cannot be more than 30 days in the past for credit payments. Cannot be more than 173 days in the past for debit payments. Cannot be more that 173 days in the future for both credits and debits.
14	Settlement Date (Julian)	3	76	Numeric	 9 (3) Blank. May enter a date in Julian Format = 212 is July 31.
15	Originator Status Code	1	79	Alphanumeric	X (1)1, Financial Institution2, Federal Government entity
16	Financial InstitutionOriginating DFI Identification	8	80	Numeric	X (8) Blank – Always
17	Batch Number	7	88	Numeric	9 (7)Increment by 1
	AIL RECORD order Payments destined to United	States	or paym	nents destined to C	anadian Banks using IAT Format
Field Number	Field Name			Size Column 1	ype Format
1	Record Type			1 01	• 9 (1) Numeric • Mandatory • Must be 6
2	Transaction Code	Record Type Transaction Code		2 02	9 (2) 22 Demand credit 23 Demand pre-note 32 Savings credit 33 Savings pre-note 27 Demand debit Numeric 28 Demand pre-note 37 Savings debit 38 Savings debit 18 BLANK will default to US Transaction code on Payment Group For payments destined to Canadian banks, leave blank or input the CPA transaction code.
3	USA Routing Number or Re Identification	ceivir	ng DFI	9 04	Numeric 9 (9) ABA Routing number. When destination Country is CA, First 4 digits = bank, last 5 digits = branch.

Cannot be blank or all zeros

							Cannot be blank or all zeros
4	Customer/Receiver Account Numb DFI Account Number	er or	17	13	Alphanu	meric	X (17) Customer Account number Field must be left justified, do not zero fill. Enter significant digits only.
5	Amount		10	30	Nume	ric	 9 (10) Format \$\$\$\$\$\$\$\$\$\$ Zero-filled & Right Justified. 0000050000 = \$500.00
6	Customer Number or Individua Identification number (PPD)	al	15	40	Alphanu	meric	X (15) Mandatory Assigned by you to identify customer/receiver Left Justify
7	Customer Name or Individual Nam Receiving Company Name	ne or	22	55	Alphanu	meric	X (22) Mandatory
8	Destination Country or Discretion Data	nary	2	77	Alphanu	meric	 X (2) US (for USA) CA (for Canada) "R" (for Standard Entry class = WEB Recurring) "S" (for Standard Entry class = WEB Single)
9	Addenda Record Indicator		1	79	Nume	ric	X (1) O No addenda record present Addenda record present
10	Trace Number		15	80	Nume	ric	X (15)OptionalBlank – Always
	DETAIL RECORD as Destined to United States						
Field Number	Field Name	Size	Column	Туре)	Form	
1	Record Type	1	01	Nu	ımeric	•	9 (1) Mandatory Must be 6
2	Transaction Code	2	02	Nu	ımeric		9 (2) 22 Demand credit 23 Demand pre-note 32 Savings credit 33 Savings pre-note 27 Demand debit 28 Demand pre-note 37 Savings debit 38 Savings debit 38 Savings behit 50 payments destined to the USA, it is mandatory to enter the transaction code, otherwise the payment will be "I" level error.
3	USA Routing Number or Receiving DFI Identification	9	04	Nu	umeric	:	9 (9) ABA Routing number. When destination Country is CA, First 4 digits = bank, last 5 digits = branch. Cannot be blank or all zeros
4	Number of Addenda Records	4	13	Nu	ımeric	•	9 (4) Mandatory - This represents the number of addenda records associated with the Entry Detail Record.
5	Blank	13	17	Alpha	anumeric	•	X (13) Reserved Blank – Always
6	Amount	10	30	Nu	umeric	:	9 (10) Format \$\$\$\$\$\$\$\$¢¢ Zero-filled & Right Justified. 0000050000 = \$500.00
7	Customer/Receiver Account Number or DFI Account Number	35	40	Alpha	anumeric	:	X (35) Customer Account number Field must be left justified, do not zero fill. Enter significant digits only.
8	Blank	2	75	Alpha	anumeric		X (2) Reserved

						Blank – Always
9	GO OFAC Screening	indicator	1	77	Alphanumeric	X (1) Blank – Always
10	Secondary OFAC So	reening	1	78	Alphanumeric	X (1) Blank – Always
11	Addenda Record In	dicator	1	79	Numeric	9 (1) 1 Addenda record present
12	Trace Numbe	er	15	80	Numeric	X (15)OptionalBlank – Always
CDD/PPD - ADDENDA F	ADDENDA RECORD					
Field Number	Field Name	Size Colur	nn Ty	ype	Format	
1	Record Type	1 01		Numeric	9 (1)MandaMust	
2	Addendum Type Code	2 02		Numeric	• 9 (2)	e 05
3	Payment Related Information	80 04	Al	phanumeri	ic • The a "term	al information related to the Payment idenda text ends with a "\" (backslash) referred to as the nator which is included in the 80 characters. sterisk) is used to separate data elements within the addenda
4	Addenda Sequence Number	4 84		Numeric	9 (4)StartIncrer	nt 1. nent by 1 to 9999 depending on number of addenda.
5	Entry Detail Sequence Number	7 88		Numeric	If ent	- Always red it would be the same last 7 digits of the trace number for ated Entry Detail record.
First IAT AD	NDA RECORDS DENDA RECORD - Custome ts destined to CA, this record			ion		
Field Number	Field Name		Size	Column	Туре	Format
1	Record Type	:	1	01	Numeric	9 (1)MandatoryMust be 7
2	Addendum Type	Code	2	02	Numeric	• 9 (2) • Must be 10
3	Transaction Type	Code	3	04	Alphanumeric	X (3) This field contains a three-character code used to identify the type of transaction. Code values are ANN (Annuity), BUS (Business/Commercial), DEP (Deposit), LOA (Loan), MIS (Miscellaneous), MOR (Mortgage), PEN (Pension), RLS (Rent/Lease), SAL (Salary/Payroll), TAX (Tax), WEB (Internet-Initiated Transaction). For payments destined to Canadian banks, leave blank or input the CPA transaction code.
4	Foreign Payment <i>F</i>	Amount	18	07	Numeric	9 (18)Zero Fill
5	Foreign Trace Nu	ımber	22	25	Alphanumeric	X (22) Blank – Always
6	Customer Name or I Name or Receiving Com		35	47	Alphanumeric	X (35) Mandatory
7				82	Alphanumeric	• X (6)

					Reserved Blank – Always
8	Entry Detail Sequence	Numbe	r 7	88 1	9 (7) Blank – Always If entered it would be the same last 7 digits of the trace number for the related Entry Detail record.
	ADDENDA RECORD - Origina should be ignored for Canadiar			Payments.	
Field Number	Field Name	Size C	Column	Туре	Format
1	Record Type	1	01	Numeric	9 (1)MandatoryMust be 7
2	Addendum Type Code	2	02	Numeric	• 9 (2) • Must be 11
3	Originator Name	35	04	Alphanumeric	X (35)Name of the originator of the payment.
4	Originator Street Address	35	39	Alphanumeric	X (35)Full physical address of the originator of the payment.
5	Blank	14	74	Alphanumeric	X (14) Reserved Blank – Always
6	Entry Detail Sequence Number	7	88	Numeric	9 (7) Blank – Always If entered it would be the same last 7 digits of the trace number for the related Entry Detail record.
	DDENDA RECORD - Originator				
Field Number	Field Name			n Type	Format
1	Record Type	1	01	Numeric	9 (1)MandatoryMust be 7
2	Addendum Type Code	2	02	Numeric	• 9 (2) • Must be 12
3	Originator City & Province/State	35	04	Alphanumer	X (35) This field contains the city and, if applicable, the state or province of the Originator. An asterisk ("*") will be the delimiter between the data elements, and the backslash ("\") will be the terminator following the last data element.
4	Originator Country & Postal Code/Zip Code	35	39	Alphanumer	 X (35) This field contains the country and postal code of the Originator. An asterisk ("*") will be the delimiter between the data elements, and the backslash ("\") will be the terminator following the last data element. Mandatory country code use of 2 digit ISO country code.
5	Blank	14	74	Alphanumer	X (14) Reserved Blank – Always
6	Entry Detail Sequence Number	7	88	Numeric	 9 (7) Blank – Always If entered it would be the same last 7 digits of the trace number for the related Entry Detail record.
	ADDENDA RECORD - Originate should be ignored for Canadiar				
Field Number		e Colun			nat
1	Record Type 1	01	N	umeric •	9 (1) Mandatory Must be 7
2	Addendum Type Code 2	02	N	• umeric •	9 (2) Must be 13
3	35	04	Alph	anumeric •	X (35)

5 6	Originating DFI ID Number Qualifier Originating DFI Identification Number Originating DFI Branch Country Code	34	39		hanumeric	X (2) This field contains a 2-digit code that identifies the numbering sche used in the Originating DFI Identification Number Field. Code value this field are: O1 National Clearing System Number; O2 BIC Code; or O3 IBAN For Business Clients = 01 For GFI Banks = 01/02/03 as receive fror client X (34) For Business Clients = 0003.	s for
6	Identification Number Originating DFI Branch Country		41	Alp	hanumeric		
	Branch Country	3				• For GFI Banks = enter the bank number of the Originating Bank.	
7			75	Alp	hanumeric	 X (3) This field contains a 2-digit code as approved by the International Organization for Standardization (ISO) used to identify the country which the branch of the bank that originated the entry is located. Left justified - SPACE FILL THE LAST DIGIT 	in
	Blank	10	78	Alp	hanumeric	X (10) Reserved Blank – Always	
8	Entry Detail Sequence Number	7	88		Numeric	 9 (7) Blank – Always If entered it would be the same last 7 digits of the trace number for related Entry Detail record. 	· the
	DENDA RECORD - Recei						
ield Iumber	Field Name		Size C	olum	ın Type	Format	
1	Record Type		1	01	Nume	 9 (1) Mandatory Must be 7 	
2	Addendum Type Co	ode	2	02	Nume	• 9 (2) C • Must be 14	
3	Customer Bank Na	me	35	04	Alphanur	X (35) eric Name of the bank that the payment is destined to.	
4	Receiving DFI ID Nur Qualifier	mber	2	39	Alphanur	X (2) This field contains a 2-digit code that identifies the numbering scheme used in the Receiving DFI Identification Number Field values for this field are: 01 National Clearing System Number; 02 BIC Code; or 03 IBAN	
5	Receiving DFI Identification (Rout Number)	ting	34	41	Alphanur	X (34) Enter the Routing number (ABA Number) for the destination berice For Canadian banks, indicate the Bank and transit number or blank.	
6	Receiving DFI Brar Country Code	nch	3	75	Alphanur	X (3) Enter the country of the Bank US Or CA (only for payments do to Canada) Left justified - SPACE FILL THE LAST DIGIT	estin
7	Blank		10	78	Alphanur	X (10) eric Reserved Blank – Always	
8	Entry Detail Seque Number	nce	7	88	Nume	9 (7) Blank – Always If entered it would be the same last 7 digits of the trace numl the related Entry Detail record.	oer f
	DENDA RECORD - Custons destined to CA, this rec				ess Information	1	
Field Number	Field Name			Siz	e Column	ype Format	

							•	Must be 7
2	Addendum Type	Code		2	02	Num	eric .	9 (2) Must be 15
3	Customer Number or Identification num		dual	15	04	Alphanı	umeric .	X (15) Mandatory Assigned by you to identify customer/receiver Left Justify
4	Customer/ Receiver Address	r Stre	et	35 19 Alp		Alphanı	• umeric •	X (35) Complete physical street address of the receiver/customer.
5	Blank			10	54	Alphanı	umeric .	X (10) Reserved Blank – Always
6	Entry Detail Sequence	e Num	nber	7	88	Num	eric .	9 (7) Blank – Always If entered it would be the same last 7 digits of the trace number for the related Entry Detail record.
	ADDENDA RECORD - Cust					nation		
Field	should be ignored for Canadi		Colum			Forn	nat	
Number	. Ioia radino	512C	Joinn	уµ			9 (1)	
1	Record Type	1	01	N	Numeric	•	Mandato Must be	
2	Addendum Type Code	2	02	N	Numeric	:	9 (2) Must be	16
3	Customer City & Province/State	35	04	Alpł	hanume	· ·	the Rece An aster	risk ("*") will be the delimiter between the data elements, and sclash ("\") will be the terminator following the last data
4	Customer Country & Postal/Zip	35	39	Alph	hanume	·	An aster the back element	d contains the country and postal code of the Receiver. risk ("*") will be the delimiter between the data elements, and sslash ("\") will be the terminator following the last data . rry country code use of 2 digit ISO country code.
5	Blank	14	74	Alph	hanume	ric	X (14) Reserve Blank –	
6	Entry Detail Sequence Number	7	88	N	lumeric	•		Always ed it would be the same last 7 digits of the trace number for th Entry Detail record.
	DA RECORD FOR REMITTA should be ignored for Canadi							
Field Number	Field Name		Colum		-	For	mat	
1	Record Type	1	01	I	Numeric		9 (1) Mandat Must be	
2	Addendum Type Code	2	02		Numeric	•	9 (2) Must be	2 17
3	Payment Related Information	80	04	Alp	hanume	eric •	The add	al information related to the Payment denda text ends with a "\" (backslash) referred to as the ator which is included in the 80 characters. terisk) is used to separate data elements within the addenda
4	Addenda Sequence Number	4	84	ı	Numeric	:	9 (4) Start at Increme	t 1. ent by 1 to 9999 depending on number of addenda.
5	Entry Detail Sequence Number	7	88	- 1	Numeric	•	If enter	Always ed it would be the same last 7 digits of the trace number for ted Entry Detail record.

Number	Field Name	Size	Column	Туре		Format	
1	Record Type	1	01	Nur	meric	9 (1)MandatoryMust be 7	
2	Addendum Type Code	2	02	Numeric		9 (2)Must be 1	8
3	Correspondent Bank Name	35	04	Alphai	numeric	X (35)Name of t entry.	the correspondent bank involved in the processing of an IAT
4	Correspondent Bank ID Number Qualifier	2	39	Alphar	numeric	used in the this field a • 01 Natio	onal Clearing System Number; Code; or
5	Correspondent Bank Identification	34	41	Alphar	numeric	X (34)The bank	number for the Correspondent Bank.
6	Correspondent Bank Branch Country Code	3	75	Alphanumeric		Organizat which the	contains a 2 -digit code as approved by the International ion for Standardization (ISO) used to identify the country in branch of the Correspondent Bank is located. ied - SPACE FILL THE LAST DIGIT
7	Blank	10	78	Alphanumeric		X (10)ReservedBlank – A	lways
8	Addenda Sequence	4	84	Numeric		 9 (4) Blank – A The first a 	lways addenda sequence number must always be a "1".
9	Entry Detail Sequence Number	7	7 88 Numeric		meric		lways I it would be the same last 7 digits of the trace number for htry Detail record.
OMPANY/	/BATCH CONTROL RECOR	D					
ield Number	Field Name			Size	Column	า Туре	Format
1	Record T	·уре		1	01	Numeric	9 (1)MandatoryMust be 8
	Service Identifier o		ice Class	3	02	Numeric	 9 (3) 220 Credit transactions only 225 Debit transactions only 200 Debits & Credits
2							
3	Entry/Addend	da Cou	ınt	6	05	Numeric	9 (6)Total number of addenda records in file.
	Entry/Addend		ınt	10	05	Numeric	
3		ash					Total number of addenda records in file. 9 (10)
3	Entry H	ash Dollar	Amount	10	11	Numeric	Total number of addenda records in file. 9 (10) Blank – Always 9 (12) Total dollar amount for all detail debit records. If service = PAP, CPS enter Total Dollar amount. If Service = PDS, Zero Fill.
3 4 5	Entry H	Dollar .	Amount	10	21	Numeric	Total number of addenda records in file. 9 (10) Blank – Always 9 (12) Total dollar amount for all detail debit records. If service = PAP, CPS enter Total Dollar amount. If Service = PDS, Zero Fill. Format \$

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9	Reserved		6	74 A	lphanumeric	X (6)Blank – Always	
10	ODFI Identification	on	8	80	Numeric	9 (8) Zeros – Always. May contain the Originators ABA number without check digit.	
11	Batch Number		7	88	Numeric	9 (7)Ascending and incremented by 1	
LE CONTR	OL RECORD						
ield Iumber	Field Name	Size	Columi	n Type	Format		
1	Record Type	1	1	Numerio) datory t be 9	
2	Batch Count	6	2	Numerio	• 9 (6) all number of batch header records	
3	Block Count	6	8	Numeric	• 9 (6) all number of all physical blocks in the file.	
4	Entry, Addenda Count	8	14	Numerio) Il number of detail record (type 6) PLUS Total number o enda record (type 7) in the file.	
5	Entry Hash Total	10	22	Numerio	• 9 (1 • Zer	0) o fill – Always	
6	Total debit entry Dollar Amount in File	12	32	Numeric		2) al Dollar amount of detail debit records, if none, zero fil nat \$\$\$\$\$\$\$\$\$\$\$\$	
7	Total Credit entry Dollar Amount in File	12	44	Numeric		2) al dollar amount of detail credit records, if none, zero fil nat \$\$\$\$\$\$\$\$\$\$cc	
8	Reserved	39	56	Alphanume	• X (3	9) ık – Always	

Contact Us

Canada & USA 🚹 🝱	1-800-769-2535	Monday - Thursday: 7:30 AM - 2:30 AM (ET) Friday: 7:30 AM - 9:00 PM (ET)
International	1-416-974-3334	Sunday: 7:00 PM - 2:30 AM (ET)
Online Tax Filing Help Desk	1-800-206-9444	Monday - Friday: 8:00 AM - 8:00 PM (ET)
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