

Request for Prenote – ACH Settlement

Instructions

This form is used exclusively for clients that will have Fleet or Fleet EBT as their endpoint. It is filled out for new clients, clients changing their clearing accounts, and for clients choosing to add networks. The procedures are numbered to coincide with the Prenote form.

If the Prenote is to settle Network Settlement individually by network to a different bank account or G/L account, one signed Prenote per network bank account change is required. For network settlement changes, the network settlement line in box 8 should indicate the network name. Boxes 9 through 12 do not apply because network settlement breakdown is only at the network level.

Please check one of the three choices for the purpose of the Prenote form. This information can be obtained from the Contract Release form.

- “New Account” is checked when we are setting up the financial institution’s clearing accounts for the first time.
- “Add Networks” is used only for existing clients that require additional networks. This is considered a revision on the Contract Release form.
- “Change of Accounts” denoted a change in the correspondent bank, the clearing and/or fee account numbers, or both. This is also used when the client adds account information.
- “Consolidate settlement to one net position by account number “ is checked if the client wants their settlement to consolidate to one net position by account number.

<p><i>Note: More than one option may be checked only when the financial institution changes account information and adds networks simultaneously.</i></p>

Completing the Prenote Form

1. The four-digit alpha/numeric logo issued by Card Services is printed in capital letters on this line.
 - If this is an EBT Client, check the EBT Client box after the logo.
2. The complete name of the client is printed here.
3. The complete street address of the financial institution is printed on this line.
4. The city, state, and zip code for the financial institution is printed on this line.
5. This line is reserved for the client’s routing and transit number. In certain circumstances, the Contracts Department of Card Services will assign a pseudo-routing and transit number.
6. The name of the contact person at the financial institution is printed on this line.
7. The phone number (including area code) of the contact person is printed on this line.
8. Account Information for Settlement is specified in this section.
 - The correspondent bank is the bank through which our client chooses to clear (for Settlement). The name of the bank is printed on this line. If the clients wish to clear directly to themselves, their name is to be printed here as well.
 - Indicate if bank information is FI settled or processor rollup settled.
 - This line contains the nine-digit routing and transit number of the correspondent bank. The ninth digit is the check digit and is required.

Request for Prenote – ACH Settlement

- The transaction clearing account or G/L account is the account to which the client wishes their daily settlement (IF65) figures to post. This account is located at the correspondent bank listed in this field. Check the box for Checking or G/L account.
 - For Network Settlement indicate the name of the network on this line.
9. Account Information for Settlement Fees is specified in this section. Indicate if the account should settle to one net position (total) for all networks.
- The correspondent bank is the bank through which our client chooses to clear (for Settlement Fees). The name of the bank is printed on this line. If the clients wish to clear directly to themselves, their name is to be printed here as well.
 - Indicate if bank information is FI settled or processor rollup settled.
 - This line contains the nine-digit routing and transit number of the correspondent bank. The ninth-digit is the check digit and is required.
 - The transaction clearing account or G/L account is the account to which the client wishes their daily settlement (IF65) figures to post. This account is located at the correspondent bank listed in this field. Check the box for Checking or G/L account.
10. Account Information for SPC Adjustments is specified in this section. Indicate if the account should settle to one net position (total) for all networks.
- The correspondent bank is the bank through which our client chooses to clear (for SPC Adjustments). The name of the bank is printed on this line. If the clients wish to clear directly to themselves, their name is to be printed here as well.
 - Indicate if bank information is FI settled or processor rollup settled.
 - This line contains the nine-digit routing and transit number of the correspondent bank. The ninth-digit is the check digit and is required.
 - The transaction clearing account or G/L account is the account to which the client wishes their daily settlement (IF65) figures to post. This account is located at the correspondent bank listed in this field. Check the box for Checking or G/L account.
11. Account Information for Recon Adjustments is specified in this section. Indicate if the account should settle to one net position (total) for all networks.
- The correspondent bank is the bank through which our client chooses to clear (for Recon Adjustments). The name of the bank is printed on this line. If the clients wish to clear directly to themselves, their name is to be printed here as well.
 - Indicate if bank information is FI settled or processor rollup settled.
 - This line contains the nine-digit routing and transit number of the correspondent bank. The ninth-digit is the check digit and is required.
 - The transaction clearing account or G/L account is the account to which the client wishes their daily settlement (IF65) figures to post. This account is located at the correspondent bank listed in this field. Check the box for Checking or G/L account.

Request for Prenote – ACH Settlement

12. Account Information for Surcharges is specified in this section. Indicate if the account should settle to one net position (total) for all networks.
 - The correspondent bank is the bank through which our client chooses to clear (for Surcharges). The name of the bank is printed on this line. If the clients wish to clear directly to themselves, their name is to be printed here as well.
 - Indicate if bank information is FI settled or processor rollup settled.
 - This line contains the nine-digit routing and transit number of the correspondent bank. The ninth digit is the check digit and is required.
 - The transaction clearing account or G/L account is the account to which the client wishes their daily settlement (IF65) figures to post. This account is located at the correspondent bank listed in this field. Check the box for Checking or G/L account.
13. An authorized representative of the financial institution signs and dates the form. The Prenote form must be signed for all new clients as well as for all changes of correspondent's banks or account number changes. Signatures are not required for "Add Network Only" but a Prenote is filled out listing the new networks.
14. The authorized representative must also print their name and list their job title here.
15. The Endpoint is entered here. Please note that, since the Prenote form is used only for Fleet and Fleet EBT, Fleet is the option.
16. The "Processed By" line is the line that Card Services Settlement enters. Card Services Settlement then processes a zero dollar amount ACH. The ten-business day test period begins on this day and, provided the account information is correct, the client will cutover in ten business days.
17. The name of the Card Services coordinator signature and title appears on this line.

<i>Note: Please be sure to type or print all required information.</i>
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