



Q2 Centrix Payee Issue File Layout
(Use this format if including payee names in files.)

Record Format: Fixed Field Length
Record Size: 216-character records
File Name: 6098 Hxxxxxxxx.txt (x=account number minus the last digit)

Detail Record

Field	Length	Position	Format	Description / Values
Record Type	1	1	Numeric	Must be "6"
Status Code	1	2	Numeric	2 – Add Issue 4 – Void Issue
Account Number Length	2	3-4	Numeric	17
Filler Spaces	4	5-8	Alpha	Spaces
Bank Number	4	9-12	Numeric	6098
Filler Spaces	10	13-22	Alpha	Spaces
Account Number	17	23-39	Numeric	Right justified, zero filled, no dashes
Serial Number (Check Number)	10	40-49	Numeric	Right justified, zero filled
Issue Amount	10	50-59	Numeric	No decimals; the last two positions are cents.
Issue Date	6	60-65	Numeric	YYMMDD
Payee Name	150	66-216	Alphanumeric	Payee Name • The names should be identical (space for space) to the names written on the check and in the same order. • The name should include “and” and “or” if written on the check. • Sam Johnson and Bill Andrews and Joe Smith • Robert Jones or Sally Jones

Sample File

6217 6098 000000011111111100000676140000042500091216JOHN DOE
6217 6098 0000000111111111100000676150000057500091216JANE DOE JUNE DOE