

## **Upload Checks CSV template fields**

### **Version 2.1.5**

The first line in the CSV file must contain column names that have to match Upload Checks CSV Template.

	<b>Field Name</b>	<b>Description</b>	<b>Is a Required Field</b>
<b>1.</b>	Company	The recipient company's name. It can be blank for the personal account.	Yes, if there is no Last name and First Name
<b>2.</b>	First Name	The recipient's first name. It can be blank when the recipient is the company.	Yes, if there is no Company Name
<b>3.</b>	Last Name	The recipient's last name. It can be blank when the recipient is the company.	Yes, if there is no Company Name
<b>4.</b>	Print on Check Name	The name that will be printed on check as “To the order of”. When Print on Check Name is empty, then Company or Last and First Names will be printed on the check.	No
<b>5.</b>	Address	The recipient's address	Yes
<b>6.</b>	City	The recipient's city	Yes
<b>7.</b>	State	The recipient's state/province name if there is no standard state code (otherwise blank).	Yes (filled in or blank)
<b>8.</b>	State Code	The recipient's state/province code (otherwise blank).	Yes, for USA and Canada
<b>9.</b>	Zip	The recipient's zip/postal code. It should be the 5-digit zip code for US. The extended zip code is not supported.	Yes

10.	Country Code	The recipient's country code (two-letter code)	Yes
11.	Ref ID	The merchant's reference ID that uniquely identifies the customer on the merchant end. It could be blank.	Yes
12.	Phone	The customer's phone number in the format "xxxxxxxxxx" for FedEx or blank to send by Mail	Yes
13.	Amount	Payment amount in the format "xxxx.xx". The format x,xxx.xx <b>is not supported</b> . The error will be generated.	Yes
14.	Send By	SendBy value can be either "FedEx", "Mail", "USPSTrack" ("USPS Priority") or "USPSFirst" ("USPS First Class"). The field content is case insensitive.	Yes
15.	Memo	The memo that will be printed on the check	No
16.	Check Number	The check number that will be printed on the check. If it doesn't exist, the check number will be selected at printing time based on previously printed checks. Either all records in the file have Check Number or not at all	No
17.	Check Payment Date	The date that will be printed on the check otherwise the current date will be printed. The date format should be YYYY-MM-DD or MM/DD/YYYY	No
18.	Message On Check	This message will be displayed on the banner part of the check when the value is passed.	No

Columns Memo, Check Number, Cheque Payment Date and Message On Check are optional and can be omitted.

## Check reference

ISSUED BY	CHECK #	MM-DD-YYYY	REFERENCE	AMOUNT
Creative Power Inc.	1085	10-21-2021	acctID-102364	578.05

**You are welcome. Your satisfaction is our priority.**  
**Special week - 50% OFF!**

bill payment # 425063


**11. Ref ID**

**18. Message On Check**

**15. Memo**

REMOVE CHEQUE ALONG THIS PERFORATION

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 **Creative Power Inc.**  
3025 5th Ave N  
Seattle, WA 98109, US

**Chase Bank**  
51201 4rd Ave  
Seattle, WA 98101, US

**001085**

**16. Check Number**

Date **10 21 2021**

**17. Check Payment Date**

**PAY \*\*Five Hundred Seventy-eight Dollars and 05 cents\*\***

**\$\*\*\* 578.05**

**13. Amount**

**U.S. FUNDS**  
Void after 90 days

**TO THE ORDER OF Synergy Company Inc.**

PER *Signature*

memo: bill payment # 425063

**15. Memo**

**4. Print on Check Name**

1100108511 102364057781 298765043311

Creative Power Inc.  
3025 5th Ave N  
Seattle, WA 98109, US

*checkflo*

**1. Company** Synergy Company Inc.  
**2. First Name** c/o John Doe  
**3. Last Name** 2685 Broadway  
New York, NY 10019, US


**5. Address**  
**6. City**  
**7. State**  
**8. State Code**  
**9. Zip**  
**10. Country Code**

## Overview of How to Display the Correct Information on Your Checks Payments

### Case #1 - Check payment is issued & sent to a **company**

1. First Name and Last Name – Keep input field empty
2. Company – *Synergy Company Inc.*
3. Print on check name - Keep input field empty

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	<b>Creative Power Inc.</b> 3025 5th Ave N Seattle, WA 98109, US	<b>Chase Bank</b> 51201 4rd Ave Seattle, WA 98101, US	<b>001085</b>
<b>PAY **Five Hundred Seventy-eight Dollars and 05 cents**</b>			<b>Date</b> 10 21 2021 <small>MM DD YYYY</small>
<b>TO THE ORDER OF</b> ② Synergy Company Inc.			<b>\$****578.05</b> U.S. FUNDS Void after 90 days
memo: bill payment # 425063			PER <u>Signature</u>

⑈001085⑈ ⑆1023405778⑆ 2987650433⑈

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Creative Power Inc.  
3025 5th Ave N  
Seattle, WA 98109, US

② Synergy Company Inc.  
2685 Broadway  
New York, NY 10019, US



**Case #2** - Check payment is issued to a **company** & sent to a *specific person* in a company.

1. First Name and Last Name – *Mathieu Laplante*
2. Company – *Synergy Company Inc.*
3. Print on check name - Keep input field empty

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	<b>Creative Power Inc.</b> 3025 5th Ave N Seattle, WA 98109, US	<b>Chase Bank</b> 51201 4rd Ave Seattle, WA 98101, US	<b>001085</b>
<b>PAY **Five Hundred Seventy-eight Dollars and 05 cents**</b>			<b>Date</b> 10 21 2021 <small>MM DD YYYY</small>
<b>TO THE ORDER OF</b> ② Synergy Company Inc.			<b>\$****578.05</b> U.S. FUNDS Void after 90 days
<b>memo:</b> bill payment # 425063			PER <u>Signature</u>
①00 1085① ②10 23405778② 2987650433①			
Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US			
② Synergy Company Inc. ① c/o Mathieu Laplante 2685 Broadway New York, NY 10019, US			

**Case #3** - Check payment is issued to a **company** & sent to a *specific department* in a company.

1. First Name and Last Name – *Collections Department*
2. Company – *Synergy Company Inc.*
3. Print on check name - Keep input field empty

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	<b>Creative Power Inc.</b> 3025 5th Ave N Seattle, WA 98109, US	<b>Chase Bank</b> 51201 4rd Ave Seattle, WA 98101, US	<b>001085</b>
<b>PAY **Five Hundred Seventy-eight Dollars and 05 cents**</b>			<b>Date</b> 10 21 2021 <small>MM DD YYYY</small>
<b>TO THE ORDER OF</b> ② Synergy Company Inc.			<b>\$****578.05</b> U.S. FUNDS Void after 90 days
memo: bill payment # 425063			PER 
②00 1085② ①10 23405778① 2987650433②			
Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US			
② Synergy Company Inc. ① c/o Collections Department 2685 Broadway New York, NY 10019, US			

**Case #4** - Check payment is issued & sent to an **individual**.

1. First Name and Last Name – *Mathieu Laplante*
2. Company – Keep input field empty
3. Print on check name – Keep input field empty

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	<b>Creative Power Inc.</b> 3025 5th Ave N Seattle, WA 98109, US	<b>Chase Bank</b> 51201 4rd Ave Seattle, WA 98101, US
		<b>001085</b>
<b>PAY **Five Hundred Seventy-eight Dollars and 05 cents**</b>		<b>Date</b> 10 21 2021 <small>MM DD YYYY</small>
<b>TO THE ORDER OF</b> ① Mathieu Laplante		<b>\$****578.05</b> U.S. FUNDS Void after 90 days
<b>memo:</b> Thank you!		PER <u>Signature</u>
⑈00 1085⑈ ⑆10 23405778⑆ 2987650433⑈		
Creative Power Inc. 3025 5th Ave N Seattle, WA 98109, US		
① Mathieu Laplante 2685 Broadway New York, NY 10019, US		

## Case #5 – Print on check name


Bank check part	Recipient address part
Priority order for the field: “TO THE ORDER OF”	<b>Recipient</b>
1. Print on check name 2. Company 3. First Name and Last Name	1. Company 2. First Name and Last Name

Example:

1. **Print on check name** – *Synergy Star Corporation*
2. **Company** – *Synergy Company*
3. **First Name and Last Name** – *Billing Department*

### Bank Check

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**Creative Power Inc.**  
3025 5th Ave N  
Seattle, WA 98109, US

**Chase Bank**  
51201 4rd Ave  
Seattle, WA 98101, US

**001085**

**Date** 12 01 2021  
MM DD YYYY

**PAY \*\*Five Hundred Seventy-eight Dollars and 05 cents\*\***

**TO THE ORDER OF** 1 Synergy Star Corporation

**memo:** bill payment # 425063

**\$\*\*\*\*578.05**  
U.S. FUNDS  
Void after 90 days

PER *Signature*

⑈001085⑈ ⑆1023405778⑆ 2987650433⑈

Creative Power Inc.  
3025 5th Ave N  
Seattle, WA 98109, US

### Recipient Address

2 Synergy Company

3 c/o Billing Department  
2685 Broadway  
New York, NY 10019, US

