

The following instructions will provide you with information on Prenotes and Prefunding processes. If you have any questions or need additional assistance, please reach out to Business Services directly. If you are a business owner and would like to apply for Business Connect, [CLICK HERE](#). If you are a business that currently uses Business Connect and have questions, [CLICK HERE](#).

KEY TERMS

Prenote: When adding a recipient to an ACH template, a prenote initiates a \$0 ACH transaction to be sent to the payee's Financial Institution to "test" and validate the account number. This helps ensure the first "live" transaction is accepted instead of being rejected due to an invalid account number. Please note – it is not required for the receiving Financial to validate the name on the transaction; per NACHA rules, only the account number is required to be validated.

- Note: After submitting a prenote, ACH payments to the recipient will be disabled within Business Connect for 3 business days to allow for account validation and correction. This is a NACHA rules requirement.

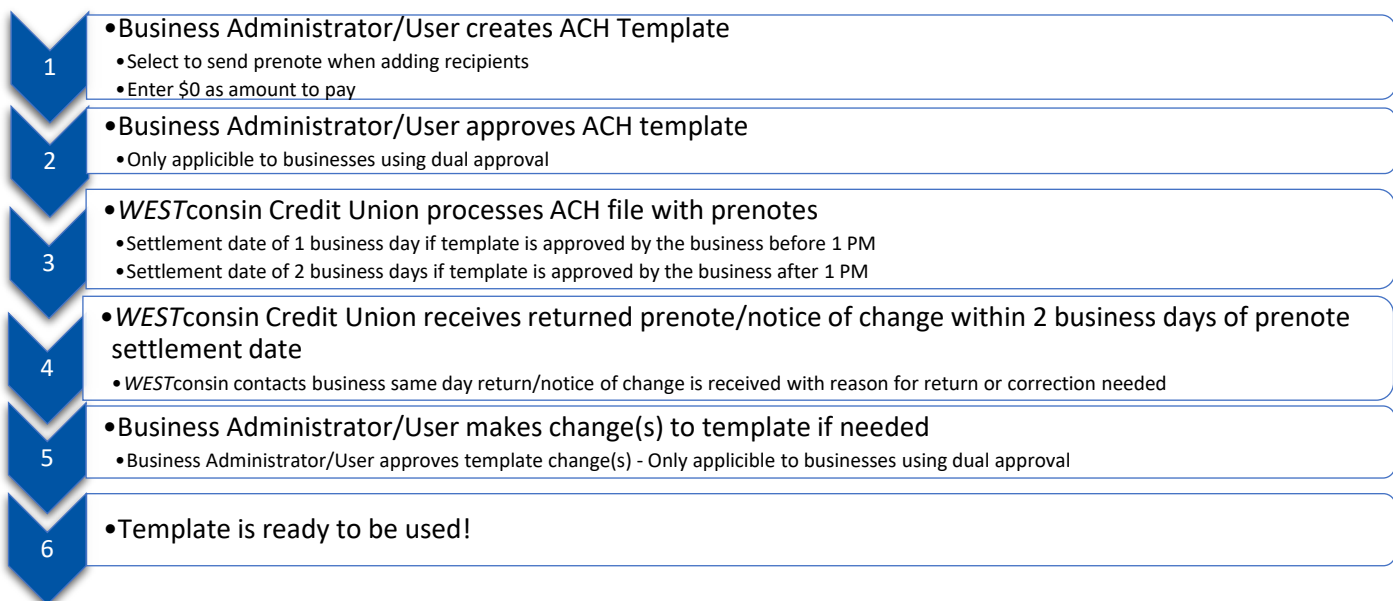
Prefund: When submitting an ACH file, funds are moved from the business' funding account to a holding account to ensure there will be enough funds for the total amount of the ACH file.

- If settlement date is within 2 business days: Prefunding attempts every 5 minutes until daily cutoff time of 1:00 PM CST. If past cutoff time, prefunding attempts the next business day, beginning at 2:00 AM CST.
- If settlement date is 3 or more business days out: prefunding attempts at 2:00 AM CST 2 business days before settlement date.
- Regardless of selecting batch or individual settlement, all items will be debited from the selected funding account in 1 lump sum with transaction description of "InternetAccess month/date/year ACH Prefund - Payroll" when prefunded.

Settlement Date: Date selected for the ACH file to be processed (Pay day!)

PRENOTE/TEMPLATE PROCESS

Best Practice: Due to the amount of time it can take for a prenote to be validated or corrected, WESTconsin recommends prenote templates be submitted at least one full pay period prior to first payroll settlement date.



PAYROLL WITH PREFUNDING PROCESS

