

PACKAGING AND DELIVERY INSTRUCTIONS

The items listed below from the previous working day will be packaged and delivered per the instructions below.

GROUP A

1. The following items from Processable Remittance Documents (see note below) are to be batched in no more than fifty (50) items per batch, each batch to be clearly labeled (suggested batch headers are listed below), rubber banded together, and placed in a separate envelope marked "Processable Items" and identified with the deposit date).
 - a. Check and Default letter remittance. Scan check and send default letter to HESAA. **(DL \$)**
 - b. Check with correspondence only and an account number, or in the case of an NJCLASS payment, an NJCLASS loan number, entered on the correspondence. Scan check and send correspondence to HESAA. **(CORR \$)**
 - c. Payment with a change of address indicated on the remittance document or correspondence. Scan check and remittance document; send remittance document or correspondence with address change to HESAA. **(COA \$)**
 - d. Payment received with no remittance document or correspondence that can identify the payer account number. **(\$-NO DOC)**
2. The following items are Unprocessable Remittance Documents/Payments and are not to be processed but rejected and returned to HESAA (items are to be batched in less than fifty (50) items per batch, each batch to be clearly labeled (suggested batch headers are listed below), rubber banded together, placed in a separate envelope marked "Unprocessable Items" and identified with the deposit date).
 - a. Remittance document but no payment. **(DOC-NO \$)**
 - b. Items made payable to any other State Agency, Corporation, partnership, whether endorsed to order or not. **(X PAYEE)**
 - c. Foreign check payable in other than US funds. **(X FRGN)**
 - d. Correspondence received with no payment. **(CORR-NO \$)**
 - e. Mutilated or torn payments and/or remittance documents that cannot be read or processed. **(MUTIL)**
 - f. Change of address without payment. **(COA-NO\$)**
 - g. Any other item that the bank considers unprocessable. **(MISC)**
3. Two (2) copies of the Deposit Slip.
4. Daily Reports. These are required for all batches processed under each payment type, Federal, AWG and NJCLASS, as well as for unprocessable items. Reports are to consist of Daily Control Summaries, listing the number of batches, the number of checks in each batch, and the total dollars in each batch. In addition, Daily Control Reports, listing the sequence number within the

batch; the account number, the check number and the check amount must be produced. The presentation of items on these reports should enable them to be used to reference images of checks and remittance documents the bank's on-line image viewing system. All payment types described above should be batched separately.

Note: The following items are considered Processable Items and require electronic scanning/imaging and the paper documents **ARE NOT** to be returned to HESAA.

- A. Check with an unaltered remittance document (payment stub).
 - B. Check with no remittance document, but with an account number entered on check.
 - C. For AWG payments, check with documentation providing payor name, borrower name, account number and amount.
-

The **Group A** set of documents entails the largest volume of work and should be packaged/rubber banded in the sequences indicated above and placed in a cardboard carton or a heavy-duty outer envelope, dependent on the volume and weight of the data.

A messenger must deliver the package no later than 10:00 am the following workday to:

HESAA, Accounting Section
4 Quakerbridge Plaza
Trenton, NJ 08619

GROUP B

1. Dishonored Checks
(All advices of charges, together with the original returned check(s) must be mailed to the below address within 24 hours of receipt.)
2. Monthly Bank Statement
(The bank statement must contain information through the close of the last business day of the month. All debits and credits posted, including discrepancies and adjustments, must be supported by debit and credit notices with a full detail explanation. The data must be delivered to the address below, no later than 3:00 pm, four (4) working days after the back statement date.)

The **GROUP B** documents can be mailed in a standard size mailing envelope and addressed to:

NJCLASS Loan Program, HESAA
Accounting Section
P.O. Box 547
Trenton, NJ 08625-0547

GROUP C

1. A backup CD ROM, containing the daily transmission of remittance payments, is only to be delivered when there is data transmission failure. The CD ROM must be properly labeled, packaged appropriately and delivered by messenger no later than 10:00 am the next working day after deposit to:

HESAA, Computer Operations
4 Quakerbridge Plaza
Trenton, NJ 08619