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prenote

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A prenote file is a test authorization EFT that is sent to the bank to verify that the EFT account numbers are correct. The prenote file includes the employee name, account number, and bank routing number. It does not include any currency amounts.

If you have employees who are receiving an electronic funds transfer (EFT) or direct deposit for the first time or who have had a change in their bank account number, complete the **Bank Information** section and select **PreNote**.

❑ Use the Grants and Projects > Utilities > Grant Payments > Create EFT File tab to create the prenote EFT file.

❑ Send the prenote file to the bank and ask them to run it through ACH to verify that the routing and account numbers are correct. The prenote file should be sent at least 10-14? days prior to processing payments.