	Lookup File Layout - RFP entitled "New York State Health Insurance Program Banking Services"
NEW YORK STATE OF OPPORTUNITY. | **Department of Civil Service**	

The following charts show the layout of fields that will be contained in the file that the Department periodically provides the Contractor for use in processing payments that are submitted without a remittance statement or with a remittance statement that is un-processable.

Header Record

Data	Type	Size	Column	Value	Description
Record Type, 1 = Header	Char	1	1	"	Comma separated file
Record Type, H = Header	Char	1	2-3	H	Identifier for Header Record
Lockbox	Num	6	4-10	005475	Lockbox
Lockbox name	Num	16	11-27	Lockbox name	Lockbox Name
Transmission Date (MMDDYYYY)	Date	8	28-36	Date transmitted/created the file.	Transmitted/created the lockbox file
Transmission Time (HHMMSS)	Time	5	37-42	Time file transmitted/created.	Time the file transmitted/created
Number of Records in Header2	Num	1	44	7	No of records created

Example of the first row of information in the Lookup File:

"H,005475,Lockbox name,09022020,06:00,7"

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NEW YORK STATE OF OPPORTUNITY. Department of Civil Service	

Detail Record

Data	Type	Description
Billing Number	Char	Unique Transaction ID (10 digits)
Name	Char	Name
Address	Char	Address
City	Char	City
State	Char	State
Zip code	Num	Zip code
Address2	Char	Address
Deferred Compensation Number	Num	New York State Deferred Compensation Program Identification Number (if applicable)

Example of the rows of information that describe each individual payee:

1001088639,WILLARD KEANE,14 CRANBERRY LANE,EASTHAMPTON,MA,01027,,

Footer Record

Data	Type	Size	Column	Value	Description
Record Type, 1 = Trailer	Char	1	1	T	Trailer
Total Count	Num			Total count	Total Count

Example of the final row of information in the Lookup File:

T,16650