ScotiaConnect® Electronic Banking

Integrated Payments: EFT Payments Fields

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Scotiabank®

Creating a One Time EFT Payment

Create One Time Payment

Print 🖨

Payment Type* [EFT ▼]　　　　　　　　　　　　　　　　　　[Manage Payment Defaults]

Payment Details　　　　　　　　　　　　　　　　　　　　　Cut Off Times

Amount* [0.00] **❶**　　　　　　　　Payment Currency* [CAD ▼] **❺**

Due Date* [06/07/2016] 📅 **❷**　　　　Debit/Credit* [Please select ▼] **❻**

Payment / Cross Reference Number * [ ] **❸**　　　Trace Number [ ]

CPA Code* [ ] [ ] Search **❹**

> This field is optional, and is only for your own internal tracking purposes

Originator Details

Settlement Account* [Please select ▼] **❼**　　　Service Group* [Please select ▼] **❽**

Agreement ID* [Please select ▼] **❾**　　　Currency

Institution　　　　　　　　　　　　　　　　　Transit

Long Name* [ ]　　　　　　Short Name* [ ]

Chargeback Institution　　　　　　　　　　Chargeback Transit* [ ]

Chargeback Account* [ ]　　　　Chargeback Currency* [CAD ▼]

Originator

Recipient Information

Recipient Name* [ ] **❿**

Recipient ID [ ] **⓫**　　　　Vendor Number [ ]

Address

Address 1 [ ]　　　　　Address 2 [ ]

City [ ]　　　　　　　Country [Canada ▼]

Postal / Zip Code [ ]　　　　Province / State [Please select ▼]

Add to Recipient List ○ Yes ⦿ No **⓬**

> The address is optional for EFT Payments.

Recipient Bank Information

Institution* [002 - THE BANK OF NOVA SCOTIA ▼] **⓭**

Account* [ ] **⓮**　　　　Transit* [ ] **⓯**

Optional Payment Information (will accompany payment)

Sundry Information [ ] **⓰**

Customer Use Only (will not accompany payment) **⓱**

Internal Memo [ ]

Recipient Name [ ]　　　　Phone Number [ ]

Recipient Email [ ]　　　　Fax Number [ ]

Remittance Details

Attach Remittance Advice ○ Yes ⦿ No **⓲**

* Mandatory field　　　　　　　　　　　　　　　　　　Back to Top

[Reset] [**Continue**]

See next page for a definition of the highlighted fields.

❶ Amount: Enter the amount of your payment.

❷ Due Date: Enter the date that you wish the recipient to be debited/credited. To see the cutoff and lead times for sending EFTs on time, see the link near the top right of this page entitled "Cut Off Times".

❸ Payment/Cross Reference Number: A number used to identify individual payments. It is recommended that this number be unique in case you need to recall or trace a specific payment.

❹ CPA Code: The CPA code is a 3 digit numeric code used to identify EFT payments. Click search to see a list of all the codes. You must select the one that most accurately describes your payment.

❺ Payment Currency: Select the currency for this payment. CAD and USD are the only options available. USD EFTs can only be done from a Canadian domiciled USD account to another Canadian domiciled USD account.

❻ Debit/Credit: This function indicates whether you will be debiting funds from your recipient's account or crediting funds to your recipient's account.

❼ Settlement Account: The account that is funding credits/receiving debits.

❽ Service Group: Choose the Service Group you wish to use to send your EFT payment. Note that your Super User(s) have set up this entitlement. Once you select the Service Group, the agreement ids linked to it will become available in the Originator Details section.

❾ Agreement ID: The agreement ID will populate the long name, short name and the chargeback account for your company. Multiple agreements can be used for companies with multiple divisions. The available agreements will be based on the Settlement Account and Service Group selected.

❿ Recipient Name: Enter the recipient's name (or Company Name), and optionally, their full address in this section.

⓫, ⓬ Recipient ID/Add to Recipient List: If you would like to use an existing recipient from your recipient list (optional) you can enter the recipient's id in this field and it will populate the recipient information for you. If this is a new recipient and you would like to add it to your recipient list (optional) please select "Yes" in the "Add to Recipient List" field.

⓭ Recipient Institution: Select the recipient's bank from the dropdown menu.

⓮ Recipient Account Number: The recipient's account number. The system will not allow you to save potentially invalid account numbers, but cannot determine if an account is active or closed or associated with another transit.

⓯ Recipient Transit Number: The recipient's 5 digit transit number. The system will ensure that the transit is associated with the correct institution.

⓰ Sundry Information: This is optional information that will travel with the payment. Whether it is displayed or not is at the discretion of the recipient's bank.

⓱ Customer Use Only: All payment types allow you to enter additional information as part of the payment, however, this information is NOT sent along with the other payment information. Information entered in these fields is saved along with the rest of the payment information and can be viewed in the Payment History. The fields are similar for all payment types.

⓲ Attach Remittance Advice: If you are subscribed to the remittance advice service you can select yes to display the remittance options. . When 'Yes' is selected, the following information can be added to the payment. Note you must subscribe to the remittance advice service to use this feature.

Remittance Details

Attach Remittance Advice	◉ Yes ○ No
Advice Delivery Method*	☑ Email ☐ Fax ☐ Mail

Email Address(es)*

```
company@name.com
```
(Multiple email addresses acceptable; must be separated each by semicolon)

Email Subject Line*
```
Remittance Advice From Company Name
```

Fax Number(s)*

```

```
(Multiple fax numbers acceptable; must be separated each by semicolon)

Fax Subject Line*
```

```

Attach Invoice Data	◉ Yes ○ No