

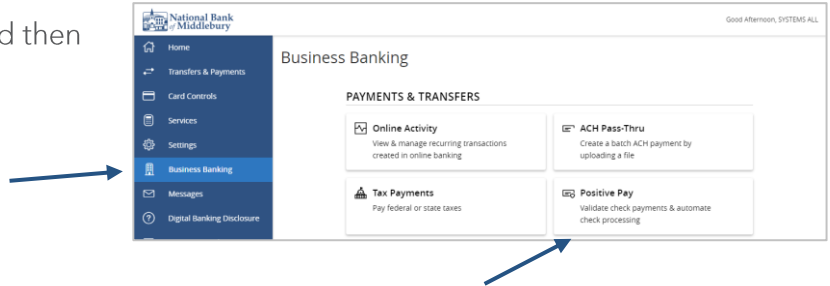


National Bank
of Middlebury

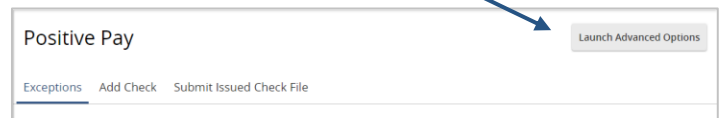
Add New Issued Check

Use the Submit Issued Check File page to upload issued check files to National Bank of Middlebury.

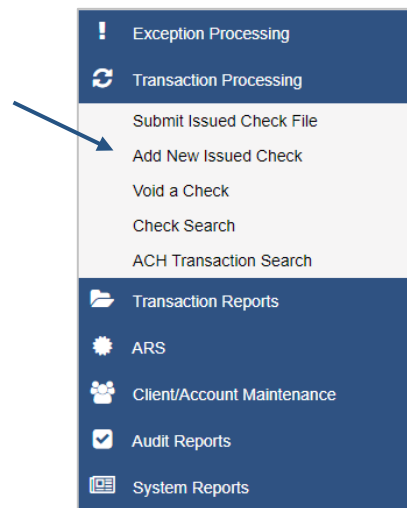
1. Select the 'Business Banking' menu and then 'Positive Pay'.



2. Click 'Launch Advanced Options' button to visit the full Positive Pay site.



3. Select the 'Transaction Processing' menu then 'Add New Issued Check'.



Questions? We're here to help.
Customer Service: 877.508.8455





4. Select the corresponding Account ID from the drop-down menu.
 - a. Enter the check number.
 - b. Enter the dollar amount.
 - c. Enter the Issued Date of the check
 - d. Enter the Issued Payee.

Account Nickname: Check Number:

Amount: Issued Date:

Issued Payee:

Notes:

512 characters left.

Auto-Increment Check Number

5. Check the box next to Auto Increment Check Number option to increment the check number by one after each check submission.
6. Click Add Check.

NOTE: Submission of issued check files is a real time process. The checks are considered current outstanding issued items as of this point.

Account Nickname: Check Number:

Amount: Issued Date:

Issued Payee:

Notes:

512 characters left.

Auto-Increment Check Number