

***Please see below explanations/examples of various Direct Deposit Processing Windows.***

**3-day processing window (ex. Friday Check Date):**

1. Wednesday – process and file sent to Kotapay
2. Thursday – draft request sent to client bank
3. Friday – employee accounts are funded
4. Monday – receive NSF notice

**4-day processing window (Ex. Friday Check Date):**

1. Tuesday – process and file sent to Kotapay
2. Wednesday – draft request sent to client bank
3. Thursday – hold day (waiting for confirmation of funds from client bank)
4. Friday – employee accounts are funded or receive NSF notice

**4-day premium processing window (ex. Friday Check Date):**

1. Tuesday – process and file sent to Kotapay
2. Wednesday – draft request sent to client bank
3. Thursday – hold day (waiting for confirmation of funds from client bank)
4. Friday – employee accounts are funded or NSF notice
5. Friday – Fund employee accounts by Noon as long as there was no NSF **(additional cost of \$.05 per direct deposit transaction plus \$150)**

**5-day processing window (ex. Friday Check Date):**

1. Monday – process and file sent to Kotapay
2. Tuesday – draft request sent to client bank
3. Wednesday – hold day (waiting for confirmation of funds from client bank)
4. Thursday – receive funds or NSF notice
5. Friday – Fund employee accounts as long as there was no NSF

**4-day premium and 5-day processing means that Pay-Net/Partner would not be liable for the NSF since the employee accounts will not be funded until Kotapay receives the funds from the client.**

**Wire:**

Client can process any day up to check date and manually wire the direct deposit funds to Kotapay each payroll. This means that the employee accounts will not be funded until Kotapay receives the funds from the client.

**Wire Drawdown:**

Client can process any day up to check date and Kotapay will send the wire request to the client bank. This means that the employee accounts will not be funded until Kotapay pay receives the funds from the client.

**Additional fees apply for Wire and Wire Drawdown if the funds are received the same day as the check date. The fees are \$150 base and \$0.25 per direct deposit transaction.**

**In order for same day posting, a wire must be sent to Kotapay before the 2PM CT cutoff.**