

ScotiaConnect® Digital Banking

EFT Payments Fields Quick Reference Guide

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Creating a One Time EFT Payment

Payment Type* EFT [Manage Payment Defaults](#)

Payment Details [Cut Off Times](#)

Amount* <input type="text" value="0.00"/> 1	Payment Currency* CAD 5
Due Date* <input type="text" value="07/31/2019"/> 2	Debit/Credit* Please select 6
Payment / Cross Reference Number * <input type="text"/> 3	Trace Number <input type="text"/>
CPA Code* <input type="text"/> <input type="text"/> Search 4	

Originator Details

Settlement Account* Please select 7	Currency
Agreement ID * Please select 8	Transit
Institution	Short Name* <input type="text"/>
Long Name * <input type="text"/>	Chargeback Transit* <input type="text"/>
Chargeback Institution	Chargeback Currency* CAD
Chargeback Account * <input type="text"/>	
Originator	

Recipient Information

Recipient Name* <input type="text"/> 9	Vendor Number <input type="text"/>
Account Nickname/Recipient ID <input type="text"/> 10	
Address	
Address 1 <input type="text"/>	Address 2 <input type="text"/>
City <input type="text"/>	Country Canada
Postal / Zip Code <input type="text"/>	Province / State Please select

Recipient Bank Information

Institution* 002 - THE BANK OF NOVA SCOTIA 11	Transit* <input type="text"/> 13
Account* <input type="text"/> 12	

Optional Payment Information (will accompany payment)

Sundry Information **14**

Customer Use Only (will not accompany payment)

Internal Memo **15**

Recipient Name <input type="text"/>	Phone Number <input type="text"/>
Recipient Email <input type="text"/>	Fax Number <input type="text"/>

Remittance Details

Attach Remittance Advice Yes No **16**

* Mandatory field

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See next page for the corresponding definitions.

- 1 **Amount:** Enter the amount of your payment.
- 2 **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".
- 3 **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.
- 4 **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.
- 5 **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.
- 6 **Debit/Credit:** This function indicates whether you will be debiting funds from your recipient's account or crediting funds to your recipient's account.
- 7 **Settlement Account:** The account that is funding credits/receiving debits.
- 8 **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.
- 9 **Recipient Name:** Enter the recipient's name (or Company Name), and optionally, their full address in this section.
- 10 **Recipient ID/Account Nickname:** Optional field to further identify the recipient.
- 11 **Recipient Institution:** Select the recipient's bank from the dropdown menu.
- 12 **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.
- 13 **Recipient Transit Number:** The recipient's 5-digit transit number. The system will ensure that the transit is associated with the correct institution.
- 14 **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.
- 15 **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.

16 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.

Remittance Details

Attach Remittance Advice Yes No

Advice Delivery Method* Email Fax Mail

Email Address(es)*
(Multiple email addresses acceptable; must be separated each by semicolon)

Email Subject Line*

Fax Number(s)*
(Multiple fax numbers acceptable; must be separated each by semicolon)

Fax Subject Line*

Attach Invoice Data Yes No

For Further Assistance

Need Help?

In the footer of any page in ScotiaConnect, you will find a 'Help Center' link.



Clicking that link will take you to a resource page with documents, videos, webinars and guided tutorials.

Global Business Payments Technical Helpdesk - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 1-416-288-4600 - Local Toronto area customers
- 1-800-463-7777 - pour le service en français
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.
- To book product training, please send an email to gbp.training@scotiabank.com