

File Naming Conventions / Schemes Guidelines

For Vendor Setup Forms (W9, ACH, & ACH Backup)

W-9 naming (One location)

Format: Program Name W9

Example File Name: Primrose School W9

W-9 naming (Multiple locations)

Format: Program Name - Location W9

Example File Name: Primrose School-Apple Valley W9

ACH naming (One location)

Format: Program Name ACH

Example File Name: Primrose School ACH

ACH naming (Multiple locations)

Format: Program Name - Location ACH

Example File Name: Primrose School - Apple Valley ACH

Voided Check naming (One location)

Format: Program Name Voided Check

Example File Name: Primrose School Voided Check

Voided Check naming (Multiple locations)

Format: Program Name – Location Voided Check

Example File Name: Primrose School-Apple Valley Voided Check

Bank Info naming (One location)

Format: Program Name Bank info

Example File Name: Primrose School Bank Info

Bank Info naming (Multiple locations)

Format: Program Name - Location Bank Info

Example File Name: Primrose School-Apple Valley Bank Info

For Invoicing

Invoice naming (One location)

Format: Program Name – Invoice PW I or PWII- Service period

Example File Name: Primrose School Invoice PWI - 7.8 - 7.21.24

Example File Name: Primrose School Invoice PWII - 7.8 - 7.21.24

Invoice naming (Multiple locations)

Format: Program Name – Location – Invoice PWI or PWII- Service period

Example File Name: Primrose School-Apple Valley Invoice PWI- 7.8 - 7.21.24

Example File Name: Primrose School-Apple Valley Invoice PWII- 7.8 - 7.21.24

You can now upload documents to our online secure portal at:

[Secure Dropbox for Document Upload](#)