

**Monetra®**

**Merchant Account Setup Worksheet**

**Merchant Account Setup Worksheet v10.11.2 Build 250825001**

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# Heartland Payment Systems (HEARTLAND)

Help Desk Phone: 888-963-3600

Supported Card Types: (C)redit, (D)ebit, (E)BT

| Merchant Field       | Field                | Required | Monetra Name | Description  |
|----------------------|----------------------|----------|--------------|--|
| Bank ID              | 6 Numeric            | C D E G  | BANKID       | Bank Identification Number (aka BIN)   |
| Merchant ID          | 1 - 12 Numeric       | C D E G  | MERCHID      | Merchant Number as provided by processor (not Discover or Amex merchant numbers) |
| Store ID             | 1 - 4 Numeric        | C D E G  | STOREID      | Store Identification Number  |
| Terminal Number      | 1 - 4 Numeric        | C D E G  | TERMID       | not V Number or V#   |
| Agent ID             | 6 Numeric            | C D E G  | AGENTID      | Agent Identification Number  |
| Chain ID             | 6 Numeric            | C D E G  | CHAINID      | Chain Identification Number  |
| Merchant Postal Code | 5 - 9 Alpha-Numeric  | C        | ZIPCODE      | Merchant postal code (no spaces or dashes). Used for Level II qualifications.    |
| Timezone             | 1 - 3 Alpha-Numeric  | C D E G  | TIMEZONE     | Processor provided 3 digit number or short abbreviation E C M or P               |
| Merch Category Code  | 4 Numeric            | C D E G  | MERCHCAT     | Merchant Category Code (aka MCC or SIC)  |
| Merchant Name        | 1 - 25 Free Form     | C D E G  | MERNAME      | Merchant Name without punctuation like commas or periods                         |
| Merchant City        | 1 - 13 Free Form     | C D E G  | MERCHLOC     | City of the merchant without punctuation like commas or periods                  |
| V Number             | 8 Numeric            |          | VNUMBER      | V Number if a V exists as the first digit of the number replace with 7           |
| State Code           | 2 Capital Alpha      | C D E G  | STATECODE    | 2 letter abbreviation for State in which merchant resides. Capital letters only  |
| Service Phone        | 11 Phone Number      | C D E G  | SERVICEPHONE | Phone number for client to call for assistance formatted as NNN-NNNNNNN          |
| Merchant ABA Num     | 9 Numeric            |          | MERCHABA     | Merchant number for direct debit switch  |
| Settlement Agent Num | 4 Alpha-Numeric      |          | MERCHSETTLE  | Merchant settling agent for direct debit   |
| Prestigious Property | 1 Capital Alpha      |          | PPROPERTY    | Lodging Prestigious Property indicator   |
| Sharing Group        | 1 - 30 Alpha-Numeric | D        | SHARINGGROUP | Contains listing of direct debit and EBT networks supported by merchant account  |
| FCS ID               | 1 - 7 Alpha-         |          | FCSID        | Food and Consumer Identifier for EBT   |

| Merchant Field          | Field           | Required | Monetra Name | Description  |
|-------------------------|-----------------|----------|--------------|--|
|                         | Numeric         |          |              |  |
| Reimbursement Attribute | 1 Alpha-Numeric | D        | REIMBATTR    | Designates Reimbursement Fee applicable to direct debit transactions |
| Pinless Network ID      | 4 Numeric       |          | NETWORKID    | Network ID for processing Pinless Debit transactions                 |

# Heartland Payment Systems (HEARTLAND)

**Instructions for use:**

**Account Rep:** Please fill out the form below and then fax (or email) it back to the merchant of record. Note: It is imperative that the information provided below is both accurate and complete for the Monetra system to properly function.

**Merchant:** Once you have recieved the information provided below, enter it into the Monetra system as per the current installation procedures

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Circle a SINGLE industry type listed below:

Retail(R) Mail-Order/Phone-Order(M) E-Commerce(E) Restaurant(F) Lodging(H) Retail Self-Serve(RS)

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Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club JCB

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Complete all the required fields below. Grey blocks represent required minimum lengths.

Bank ID

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Merchant ID

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Store ID

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Terminal Number

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Agent ID

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Chain ID

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Merchant Postal Code

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Timezone

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Merch Category Code

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