

Monetra[®]

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v7.7.0 Build 25520

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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
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			
Zipcode	5-9 Phone Number	C D E G	ZIPCODE
Five or Nine digit zipcode of merchant location. No dashes			
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-Numeric		FCSID
Food and Consumer Identifier for EBT			
Reimbursement Attribute	1 Alpha-Numeric	D	REIMBATTR
Designates Reimbursement Fee applicable to direct debit transactions			
Merchant Verification Value	10 Alpha-Numeric		MVV
Merchant Verification Value or MVV required on Health Benefits transactions			
Pinless Network ID	4 Numeric		NETWORKID
Network ID for processing Pinless Debit transactions			

