

Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v8.6.5 Build 53428

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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
Zipcode	5 - 9 Numeric	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-		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
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

Reimbursement Attribute									
Merchant Verification Value									
Pinless Network ID									