Monetra®

Merchant Account Setup Worksheet

Merchant Account Setup Worksheet v10.10.0 Build 250421003 Generated On: May 9, 2025

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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 | CDEG | BANKID | Bank Identification Number (aka BIN) | |
| Merchant ID | 1 - 12 Numeric | CDEG | MERCHID | Merchant Number as provided by processor (not Discover or Amex merchant numbers) | |
| Store ID | 1 - 4 Numeric | CDEG | STOREID | Store Identification Number | |
| Terminal Number | 1 - 4 Numeric | CDEG | TERMID | not V Number or V# | |
| Agent ID | 6 Numeric | CDEG | AGENTID | Agent Identification Number | |
| Chain ID | 6 Numeric | CDEG | CHAINID | Chain Identification Number | |
| Merchant Postal Code | 5 - 9 Alpha- Numeric | С | ZIPCODE | Merchant postal code (no spaces or dashes). Used for Level II qualifications. | |
| Timezone | 1 - 3 Alpha- Numeric | CDEG | TIMEZONE | Processor provided 3 digit number or short abbreviation E C M or P | |
| Merch Category Code | 4 Numeric | CDEG | MERCHCAT | Merchant Category Code (aka MCC or SIC) | |
| Merchant Name | 1 - 25 Free Form | CDEG | MERNAME | Merchant Name without punctuation like commas o periods | |
| Merchant City | 1 - 13 Free Form | CDEG | MERCHLOC | City of the merchant withou punctuation like commas of 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 | CDEG | STATECODE | 2 letter abbreviation for State in which merchant resides. Capital letters only | |
| Service Phone | 11 Phone Number | CDEG | SERVICEPHONE | Phone number for client to call for assistance formatte as NNN-NNNNNN | |
| 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 | | 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

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)

Circle ALL payment types that apply:

Visa MasterCard American Express Discover Diners Club JCB

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

| Bank ID | | | | | | | | | |
|---------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

Merchant ID

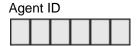
| | | | | |
|------|------|------|------|--|
| | 1 1 | | | |
| | | | | |
| | | | | |
| | | | | |

Store ID



Terminal Number

. ...



Chain ID



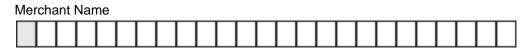
Merchant Postal Code



Timezone

Merch Category Code





Merchant City

V Number



State Code



Service Phone



Merchant ABA Num



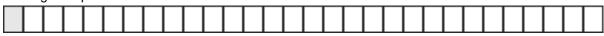
Settlement Agent Num



Prestigious Property



Sharing Group



| FCS ID | | | | | | | | | |
|--------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

Reimbursement Attribute



Pinless Network ID

