



### Add/Transfer BPAY Biller Form

Select either Add or Transfer:

Existing Biller Code:

Payment Methods:

Activation Date:

Custom ID:

Biller Short Name:

Biller Long Name:

MCC:

Debit A/C Upper Limit (\$):

Credit A/C Upper Limit (\$):

Minimum amount (\$.cc):

Customer Reference Name:

Customer Reference Location:

Variable CRN Indicator:

Valid Lengths:

Check Digit Rule Name:

If Other, Specify Rule:

Master Biller Indicator:

Please provide examples of valid Customer Reference Numbers as they will appear on the bill, including one with a check digit of zero:

1.

2.

3.

4.

5.

6.



## Global Payments Add/Transfer BPAY Biller Form

### Add or Transfer

To create a new BPAY Biller, select Add. To transfer a biller (change of Biller Institution), tick Transfer.

### Payment Methods

Enter the Payment Methods the Biller will accept.

### Activation Date

When adding a new Biller, this date is the future date on which the new Biller record becomes active.

When transferring a Biller, this is the transfer date.

### Biller Short Name

A short name by which the Biller is commonly known. This will be the name by which payers normally refer to the Biller, and which may be recorded into IVR systems or spoken by Help Desk Operators to confirm the Biller concerned.

### Biller Long Name

The biller's full name, or full trading name.

### MCC

The US Merchant Category Code that most closely represents the Industry Type for which the payments are being accepted. A Biller that provides different services may require different MCC codes for each service.

### Minimum Amount

This is the minimum payment amount the Biller will accept when using this Payment Method.

### Debit A/C Upper Limit

This is the maximum amount this Biller will accept for payments from debit accounts. The scheme default is \$100,000. The scheme max Upper Limit is \$99,999,999.

### Credit A/C Upper Limit

This is the maximum amount this Biller will accept for payments from credit card accounts. The scheme default is \$100,000. The scheme max Upper Limit is \$99,999,999.



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### **Customer Reference Name\***

Enter the term used as the caption for Customer Reference Number as it's actually printed on the bill. For example, 'Account Number' or 'Policy Number'.

### **Customer Reference Location\***

Enter the position of the Customer Reference Number on the bill.

### **Validation Rule Name\***

The name of the Validation Rule, if any, that is required to validate the Customer Reference Number. If this field is left blank, then the standard validation rules are applied. The presence of a Validation Rule Name in this field will add extra validation to the standard validation rules.

### **Variable CRN Indicator**

This indicates if the Biller issues a different CRN to the same customer from one bill cycle to the next.

### **Valid Lengths**

This indicates the valid lengths that the Customer Reference Number can take - including check digit. Enter in numbers all valid Customer Reference Number Lengths. For example, if the Biller has Customer Reference Numbers of 10, 11, 12 and 16 digits long, the valid lengths would be 10-12 and 16 or 10, 11, 12, 16

### **Check Digit Rule Name**

The name of the Check Digit Rule required to validate the Customer Reference Number.

Please provide examples of valid Customer Reference Numbers. List any examples that satisfy the check digit routine as specified above, particularly numbers where the check digit is zero.

### **Existing Biller Code\***

If you are transferring a biller code from another provider, please provide the biller code. If this is a new biller code request, leave this field blank

### **Custom ID**

Please provide the Custom ID that you would like to appear in the header record of the daily transaction file as per the file specifications.

\* optional items