

AvtaleGiro

KID change / Transfer to new account

Background

KID Change

A payee may need to change the length and structure of the KID numbers associated with AvtaleGiro. This may be necessary for several reasons, with one of the most common being a change of ERP or software supplier, or a new version of software from an existing supplier.

Payee Account Change

A payee may also occasionally require a change of bank account. This may occur because of a change in bank preference, or it could be required as part of organisational changes, for example merger & acquisition activity. AvtaleGiro payment mandates could be:

- Merged from several payee accounts into one, or
- Split from one account into several.

Several Use Cases, One Process

While there are several different types of use cases related to KID and account changes, the process for all is fundamentally the same, with slight differences in the details of the change specification. If the payee does

not use the solution described in this documentation, payment mandates will be lost and new ones must be obtained from payers.

Please note that a simple move of all payment mandates from one payee account to another without a change of KID follows a different process and is not covered by this documentation. For help with such an account change, please contact support.norway@mastercard.com.

KID Change Process

- 1. Contact Mastercard Payment Services customer service at support.norway@mastercard.com to inform of a future KID change and agree on an implementation plan and timeline.
- 2. It is recommended to first order a "data dump" of all payment mandates related to the payee's account. This helps ensure the payee's mandate records are updated and in-sync with those in the AvtaleGiro system.
- 3. The payee sends a KID change file, created according to the specifications below, to Mastercard Payment Services via SFTP, the customer portal, or the online bank.
- 4. Receipts for orders submitted with a KID change will be sent to the payee on receipt list 226. In the case of errors, receipt list L02625 will be sent.
- 5. The payment mandates are deleted from the source account and re-created in either a new payee account or a temporary helper account. If a change of KID is specified, the new KID for each mandate is used at this time. All the KID changes that have been approved and implemented will be sent to the payee electronically via the payee's normal channel for AvtaleGiro mandate updates (for example, OCR).
- 6. If the payee is to continue using the same account for AvtaleGiro, the agreement and all payment mandates will then be moved from the temporary account back to the original (see example #2 below)
- 7. The payee cannot submit payment claims until the KID change and/or account change are complete. Mastercard Payment Services will send confirmation of process completion.



KID Change File Specification

General file format

- The filename should begin with "DIRREM" in all caps
- The file type is a text file with file extension ".txt"
- There must be only one assignment, the KID change assignment itself, per KID change file

Start record for file

Field name	Forma t code	Servic e code	Transmission type	Record type	Data sender	Transmission number	Data recipient	Filler
Character positions	1-2	3-4	5-6	7-8	9-16	17-23	24-31	32-80
Value	NY	00	00	10	The data sender's customer unit ID	Unique transmission ID, which must be unique within a 14-day period	00008080	All zeroes

Start record for AvtaleGiro KID/account change

Field name	Forma t code	Servic e code	Order type	Record type	Filler	Order number	Old account	New account*	Filler	Helper account
Character positions	1-2	3-4	5-6	7-8	9-17	18-24	25-35	36-46	47-69	70-80
Value	NY	21	27	20	All zeroes	Unique numeric order ID	Payee's old bank account number	Payee's new bank account number	All zeroes	Temporary bank account number (if required, otherwise all zeroes)

^{*} The «new account» must be equal to the «old account» if a temporary helper account is being used. For a change to a new account, «new account» is different from «old account» and «helper account» should be filled with zeroes.

KID change record

Field name	Format code	Service code	Transaction type	Record type	Mandate serial number	Old KID	New KID	Filler
Character positions	1-2	3-4	5-6	7-8	9-15	16-40	41-65	66-80
Value	NY	21	69	26	Mandate's serial number within the order	The mandate's old KID. This field is aligned to the right and empty positions to the left are blank. Must include the customer ID, payment type (if relevant), and control digit in the correct positions. The invoice ID can be all zeroes.	The mandate's new KID. This field is aligned to the right and empty positions to the left are blank. Must include the customer ID, payment type (if relevant), and control digit in the correct positions. The invoice ID can be all zeroes.	All zeroes



End record for AvtaleGiro KID/account change

Field name	Format code	Service code	Order type	Record type	Count of mandates	Count of records	Filler
Character positions	1-2	3-4	5-6	7-8	9-16	17-24	25-80
Value	NY	21	27	88	The number of mandates affected by this KID/account change file	The number of records, including the mandates affected by this KID/account change file and the start record and end records for the AvtaleGiro KID/account change	All zeroes

End record for file

Field name	Forma t code	Servic e code	Transmission type	Record type	Count of mandates	Count of records	Filler
Character positions	1-2	3-4	5-6	7-8	9-16	17-24	25-80
Value	NY	00	00	89	The number of mandates affected by this KID/account change file	The number of records, including the mandates affected by this KID/account change file, the start record and end records for the AvtaleGiro KID/account change, and start and end records for the file	All zeroes

Example 1

A KID change file including four mandates with changed KIDs, being moved to a new payee account:

```
NY2169260000001
            987654500006
                       987654000010000000000
                       997641000060000000000
NY2169260000002
            997641800005
NY2169260000003
            999652400006
                       999652000010000000000
NY2169260000004
             975869000003
                       975869000090000000000
```

In this example, the KIDs of four mandates are being changed (for example, old KID 9876545 is being changed to new KID 987654). The mandates will be moved from the payee's old account 12345678900 to new account 23456789000.



Example 2

A KID change file including four mandates with changed KIDs, where the payee's original account is being retained:

```
NY2169260000001
             987654500006
                       987654000010000000000
NY2169260000002
             997641800005
                       997641000060000000000
             999652400006
                       999652000010000000000
NY2169260000003
NY2169260000004
             975869000003
                       975869000090000000000
```

In this example, the KIDs of four mandates are being changed (for example, old KID 9876545 is being changed to new KID 987654). The mandates will be moved from account 12345678900 to temporary helper account 23456789000 before being moved back to the original account 12345678900.

Example 3

A KID change file including four mandates with no change to their KIDs, being moved to a new payee account (relevant if there is a pre-existing AvtaleGiro agreement on the new account):

```
NY2169260000001
              9876545<sub>00006</sub>
                        9876545000060000000000
                        9976418000050000000000
NY2169260000002
             997641800005
NY2169260000003
             999652400006
                        9996524000040000000000
             975869000003
                        9758690000030000000000
NY2169260000004
```

In this example, four mandates being moved from the payee's old account 12345678900 to new account 23456789000. The KIDs are not being changed (for example, 9876545 = 9876545).

Note: This example is relevant only if the payee wishes to move <u>some</u> mandates to a new account; if <u>all</u> mandates are being moved to a new account <u>without a change in KID</u>, there is a different process which is not covered by this documentation. For help with such an account change, please contact <u>support.norway@mastercard.com</u>.

Points to Note

- 1. A KID change only involves active payment mandates registered in Mastercard Payment Services which are included in the KID change file. When performing a KID change and continuing to use the same account, mandates not included in the KID change file will be deleted. When moving mandates to a new account, mandates not included in the KID change file will remain in the original account.
- 2. The payer should not be able to see a duplicate set of payment mandates associated with the same payee.
- 3. A separate file must be sent for each KID or account change.
- 4. Payment claims submitted before the payee changes KID and not yet settled will be settled using the <u>original</u> KID and paid into the payee's <u>new</u> account.
 - If the payee does not want the payment claims settled against the new account, the KID change must be carried out after all submitted payment claims have been settled. Note that payment claims rejected on the due date because of insufficient funds may remain in the due date register and retried for up to 4 days.



- 5. If the payment mandates are to be split across several new payee accounts, a file must be sent for each new account.
- 6. If the payment mandates are merged from several payee accounts into one, a file must be sent for each old payee account.
- 7. When performing a KID change, the payment mandates must also be moved to another payee account. If the payee wishes to continue using AvtaleGiro with the same account, the mandates will need to be moved to a temporary "helper" account, and then moved back to the original. However, there are benefits associated with moving to a new account:
 - The old payee agreement can be terminated almost immediately, so that all the payments
 (including those from other payment types) go to the new account. This is possible because
 renumbering can be carried out from the old to the new account as soon as the payee
 agreement is terminated. This means that the payee avoids having to deal with payments to
 two accounts.
 - There are no restrictions for the new KID <u>in relation to the old KID</u> in terms of length/position of the customer number and payment type.