



# Guide to completing an OCR giro recipient agreement (OCR registration form)

In some fields, more than one option may be selected, e.g. valid KID (customer ID) and period allocation – see explanation in the field in question.

Take care when completing the account number and business registration no.

The agreement can be returned to the bank by e-mail (remember to sign the agreement before scanning it).

Completing the form – field by field (self-explanatory fields do not merit comment here)

- Industry: Enter the customer's field of work here, e.g. plumber
- Task account: The account where the payment arrives
- This agreement concerns: The form can be used to enter into agreements concerning OCR, eGiro and e-mail distribution (formerly "Giromail")  
(eGiro is not specified in any detail here as the focus is on OCR – please contact the bank for details on eGiro)
- Agreement ID with Mastercard Payment Services: Mastercard Payment Services always issues a new one. If you have OCR up and running on another account, you should insert the old account number or agreement ID in the comments field of the agreement.
- Processing of KID (customer ID) agreements; Rejection of payment: If desired, you may choose whether payments should be rejected when the KID (customer ID) is incorrect or missing. Selecting a rejection code may result in some customers having problems completing payments. NB: There is no requirement to select anything here – this field can be left open – the default is rejection code A.
- Information about KID (customer ID): Up to three combinations can be selected (if you use more than one KID (customer ID) set-up). The KID (customer ID) set-up is regulated by a separate accounting system if it is modulus 10 or 11. In case of doubt, refer to the user

manual or phone the supplier of the accounting system. Generally speaking, it is advisable to keep the KID (customer ID) as short as possible, as this makes it more likely that it will be entered, and that it will be entered correctly.

- Recipient of accounting data: Customer unit ID must always be completed if known. If any party other than the account owner is the recipient, e.g. an accounts office, the name and address must be completed. The accounts office will often be registered with Mastercard Payment Services already, recognised with its own ID number.

If the external recipient (e.g. an accounts office) has been authorised for access to download from the account holder's online banking, the SDC number must be filled in instead of the name and address.

- Period allocation: Select the frequency most appropriate to your requirements. The files remain available for 25 working days after being uploaded. The accounting data is available at approximately 5.30 pm on the day it is uploaded – it is important to take this into account when selecting weekdays or dates in a month (exception: those who download several times a day).
- e-mail distribution: The recipient e-mail address. As already stated, this can be entered into at the same time as OCR and will involve payments without KID (customer ID). It may be advisable to use a shared e-mail inbox, in view of possible absences.
- Recipient of receipt lists: Only complete this if the receipt lists are to be sent to a party other than the account owner. Unlike with accounting data, this also applies to Customer Unit ID
- Type of invoice to use: Anyone who submits an invoice with a giro/not use the traditional giro at the bottom of the invoice, must send 3 KID example number for verification.

The bank will insert data specifying the contact at the bank who will be able to answer any questions about the substance of the agreement if Mastercard Payment Services has any questions.

