

UK modulus checking

Request for change

Section 1: Contact details

Enter the contact details of the individual at your bank who VocaLink should liaise with for these changes:

Name		Telephone number	
Email address		Fax number	

Section 2: Effective date

Enter the date on which the changes specified below are to be made to the documentation and the processing engine:

Date for document dd/mm/yyyy		Date for engine dd/mm/yyyy	
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Section 3: Sorting code details

Add Remove Amend	Sort code range		Mod check	Weight to use for each digit position														Exce- ption	
	Start	End		u	v	w	x	y	z	a	b	c	d	e	f	g	h		
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Section 4: Authorisation

Prepared by	Authorised by	Stamp
Name	Name	
Signed	Signed	
Date	Date	
Tel no.	Must be an authorised signatory set up with the BRD privilege on the SIG1a form.	

Notes for completion: UK modulus checking - Request for change

The following provides guidance on the completion of the *UK modulus checking - Request for change* form. This form must be completed electronically. Once complete, it must be printed before being sent to VocaLink for actioning.

Section 1

Enter the name, email address, telephone and fax numbers of an individual at your bank who VocaLink can contact in relation to the changes required to the UK modulus checking.

Section 2

Enter the date on which the changes to the sorting codes are published in the modulus checking document and the associated data files. Enter the date on which the changes to the sorting codes are to be made on the processing engine.

If you require changes to be made to sorting codes on different dates within the documentation and/or within the processing engine, one form must be used for each date. All changes specified on the form will be made for the dates specified on the form.

Section 3

For each sorting code or range of sorting codes the following must be entered:

- Action - sort code/range is being added, amended or removed
- Start sorting code
- End sorting code - can be the same as the start sort code
- Modulus checking method code - can be Mod 10, Mod 11 or Dbl Al (double alternate)
- Weight - four numbers for the weight in the modulus check
- Exception code - two character code to represent any exceptions.

If you need to add/amend/remove more than 12 sorting codes/ranges please complete an additional form(s). For further details of these fields, and how the modulus check methods are used, see *Validating account numbers - UK modulus checking*.

Section 4

The individual that prepared the form must enter their name, the date and a contact telephone number, in case of queries. They must then print the form and sign it.

An individual, whose signature is recognised by VocaLink, must authorise the form by entering their name, signing the form and entering the date. The authoriser must be set up as an authorised signatory at VocaLink with the BRD privilege. The form must also be stamped using an official bank stamp.

On completion of the form

When you have completed the form, scan and email the form to ccs@vocalink.com

VocaLink will email a quote for the work to the contact nominated on the form (in section 1). Agreement to the cost must be received, via email, before the work will be carried out.