

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			

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														Exception	
	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 Name		Authorised by Name	
Checked by Name		Date	
Date		<i>Must be authorised and submitted by an Approved Contact. See reverse of form.</i>	
Tel.			

Authorisation: For Pay.UK Operations use only

Name		Signed		<i>Must be an authorised signatory set up with the BRD privilege on the SIG 1a form.</i>
Tel.		Date		

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 emailed to Vocalink for actioning and to Pay.UK.

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 AI (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*.

Completing the form

Section 4

The individuals that prepared and checked the form must enter their names, the date and a contact telephone number, in case of queries.

The form must be authorised by one of the following nominated contacts:

- Bacs Participant Committee representative
 - FPS Participant Committee representative
 - ICS Participant Committee representative
 - CHAPS Senior Participant Representative
- or contacts nominated by the above.

Submitting the form

A Customer Change Support form is also required to be completed (with the UK Modulus Checking Request For Change form attached) providing specific details of the change request.

The forms must be emailed to both:

- VL.CCS@mastercard.com
- ReferenceData@wearepay.uk

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 is carried out.