Local Property Tax

3rd Party Payment Service Provider Specification

January 2013

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Introduction

With the introduction of the new Local Property Tax charge on residential properties, to make it as easy as possible for Customers to pay this tax, Revenue are facilitating a broad range of payment methods. One of these payment methods is to allow payment for this tax by cash or debit card through 3rd party service providers. This document outlines the requirements that 3rd party service providers need to fulfil to accept payment for this tax.

Data Capture

In March, letters will issue to residential property owners in Ireland requesting payment for the new Local Property Tax. These letters will include a payslip with a barcode, which can be scanned and used to pay LPT. The barcode scan line will contain the following information:

Barcode element		Populated	Value
Transaction code	6 Numeric	Always	018180
Property id	9 Alphanumeric	Always (Sample included)	1234567AH
Tax Code	3 Numeric	Always	060

The barcode will not contain an amount field. As this is a self declared amount, this will need to be keyed in manually at the pay station. A sample is available on request (see contact details below).

As well as being able to accept property IDs through a scanned barcode, Payment service providers will also need to be able to accept LPT payments from Customers through manual input to allow Customers to pay LPT without a payslip barcode.

A property ID <u>or</u> PPS number will need to be accepted through manual input. When these are input, the payment will need to be associated with and identified as an LPT payment for Revenue, similar to the barcode identifier. Similar to the barcode scan process, the amount will need to be keyed in manually.

A unique transaction identifier for this transaction will need to be recorded and associated with this transaction. This will need to be sent to Revenue. This can be an alpha numeric code; however it will need to be restricted to a maximum length of 18 characters. The Customer will need this for reference on their receipt. This can be used by the Customer to engage with Revenue for any issues or queries with the payment. The receipt should also specify that the payment relates to local property tax. If Customers engage directly with the 3rd party service provider, they should be redirected to:

Local Property Tax Business Unit,

Office of the Revenue Commissioners,

Government Offices,

Kilrush Road,

Ennis,

Co Clare.

Validation

When a property ID or PPS number is input, the format of the number will need to be validated upon input. Both the Department of Social Protection (DSP) owned PPS number and the Revenue owned property ID use the same alpha-numeric format and also use the same modulus 23 validation. For 2013, the DSP will be issuing new format PPS numbers therefore Customers may use both old format and new format number when paying for local property tax. Modulus 23 validation checks should be used on both.

The definition of the old and new style format numbers and the associated Modulus 23 calculation can be referenced at the DSP website.

http://www.welfare.ie/EN/Topics/PPSN/Pages/ppsnrangeextension.aspx

Data Storage

All data will need to be stored securely on 3rd party service provider systems. No sensitive data should be printed on receipts, which remain with the merchant. All processing of data on the 3rd party systems must conform to Data Protection Authority standards to prevent any unauthorised access to the data.

Data Transmission

3rd party service providers will need to transfer data as flat ASCII files. Transfers will be accepted through IBM Connect Direct file transfer only. The connection type will need to be confirmed between the 3rd party service provider and the Revenue transmission contact. This can be through ISDN or ASDL. Once the transmission mechanism is established, 3rd party service providers will need to provide a Connect Direct node name, I.P. Address and frequency of transfer (nightly/weekly) to the Revenue Connect Direct contact. The name convention for the files should be <Service Provider Name>_LPT_<CCYYMMDD>. Transmission details need to be agreed with Revenue. Following this test files will need to be sent to Revenue for processing. The Revenue transmission contact details are ICTLEnterpriseToolsAndMiddlewareGroup@revenue.ie.

Data Format

The payment notification files, which are transferred to Revenue, should contain header, detail and trailer information. Each transaction should be separated by a new line. The payment notification files should be transferred in flat ASCII format.

The header, detail and trailer record formats are outlined in Tables 1, 2 and 3.

Table 1 Payment Notification Header Record

Record	Format	Length
Indicator	Alphanumeric (H)	1
Run Date	Numeric (CCYYMMDD)	8
3rd Party Service Provider Name	Alphanumeric	30
Sequence Number	Numeric	2
Local Property Tax Identifier	Numeric (060)	3
Filler	Alphanumeric	22

Table 2 Payment Notification Detail Record

Record	Format	Length
Indicator	Alphanumeric (D)	1
Transaction ID	Alphanumeric	18
Entity Number (Property ID/PPSN)	Alphanumeric (1 zero, 7 numbers, 2 characters)*	10
Amount	Numeric (euro, cents)	15
Transaction date	Numeric (CCYYMMDD)	8
Processing date	Numeric (CCYYMMDD)	8
Filler	Alphanumeric	6

*note that both new and old format numbers may be used here

Table 3 Payment Notification Trailer Record

Record	Format	Length
Indicator	Alphanumeric (T)	1
Total Records	Numeric	10
Total Amount	Numeric (euro, cents)	15
Filler	Alphanumeric	40

Reporting and Query Handling

3rd party service providers must be able to support Revenue during normal working hours with any queries relating to specific transactions. The provider must be able to provide a full audit trail for any transaction, which has taken place covering both issued documentation and remission of funds.

Application Procedure

Third Party Payment Providers who wish to accept LPT payments must seek the prior approval of the Revenue Commissioners and be a specified person in accordance with the proposed Local Property Tax Legislation.

For further information please contact:

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