



Government
of Canada

Members of Parliament Pensions
1451 Coldrey Avenue
Ottawa ON K1Z 7P8

Gouvernement
du Canada

Pensions aux Parlementaires
1451 avenue Coldrey
Ottawa ON K1Z 7P8

Canada

DIRECT DEPOSIT
PAYMENT STATEMENT

Members of Parliament
Pensions

RELEVÉ DE PAIEMENT
DÉPÔT DIRECT

Pensions aux
Parlementaires

Date

3

PAYEE ACCOUNT KEY
COMPTÉ PRINCIPAL

4

FINANCIAL INSTITUTION AND ACCOUNT NO.
INSTITUTION FINANCIÈRE ET N° DE COMPTE

XXXX XXXXX XXXXXXXXX1816

PAYMENT DATE	DATE DU PAIEMENT	PENSION NUMBER	NUMÉRO DE PENSION	GROSS - BRUT	TOTAL DEDUCTIONS	TOTAL DES RETENUES	AMOUNT OF PAYMENT	MONTANT DU PAIEMENT
3		6		7	8		9	

STANDARD DEDUCTIONS - RETENUES COURANTES						PROVINCIAL SALES TAX		TAXE DE VENTE PROVINCIALE
FEDERAL TAX	IMPÔT FÉDÉRAL	PSHCP - RSSF		PROVINCE	PROV. MEDICARE	ASS. - MAL PROV.		
10		11		12	13		14	
OTHER DEDUCTIONS - AUTRES RETENUES								AMOUNT - MONTANT

15

16

17

PERMANENT HOME ADDRESS
CHANGE NOTICE

AVIS DE CHANGEMENT D'ADRESSE
PERMANENTE

SURNAME - NOM DE FAMILLE																		INITIALS INITIALES	
ADDRESS - ADRESSE																			
																		APT. NO. - N° D'APP.	
CITY, TOWN, ETC. - VILLE, VILLAGE, ETC.																			
PROVINCE										POSTAL CODE - CODE POSTAL					TELEPHONE NO. - N° DE TÉLÉPHONE				
ACCOUNT NUMBER - NUMÉRO DU COMPTE										NAME OF FINANCIAL INSTITUTION NOM DE L'ÉTABLISSEMENT FINANCIER					TRANSIT NO N° DE TRANSIT				
EFFECTIVE DATE OF CHANGE DATE DU CHANGEMENT										SIGNATURE									

Contact Information

Business Hours

Monday to Friday

Canada and the United States: 7:30 a.m. to 4:00 p.m.

Eastern Standard Time

Coordonnées.

Heures d'ouverture

Du lundi au vendredi

Canada et les États-Unis : 7 h 30 à 16 h

Heure normale de l'Est

Telephone Numbers

Toll Free: 1-800-883-2456

Numéros de téléphone

Sans frais : 1-800-883-2456

Outside Canada and the United States: 1-613-957-0440
(collect calls accepted)

À l'extérieur du Canada et États-Unis : 1-613-957-0440
(appels à frais virés acceptés)

Facsimile: 613-952-9809

Télécopieur : 613-952-9809

Mailing Address:

Public Works and Government Services Canada

Pension Services Directorate

Members of Parliament Pensions

1451 Coldrey Ave

Ottawa ON K1A 0S5

Adresse postale :

Travaux publics et Services gouvernementaux Canada

Direction des services aux pensions

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Figure 4 – Penfax Batch Management Console – SPS Return File

3.8 SPS Payment File Layout

Meta Header (Type 05), Type 31 and Meta Trailer (Type 99) Record layouts not applicable to this interface have not been included in this Functional Specification.

Records have a fixed length of 710 bytes.

Table 4 – Payment File Record Layout – Payment Header Record Type 10

Payment Header Record Type 10						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-TYPE-REC	X(002)	1	2	M	Value is 10.
05	AY-NUM-REC-SEQ-CLNT	9(010)	3	12	M	Value is 1. Sequence number initiated and maintained by Penfax during the process of generating the Payment File.
05	AY-CLNT-DEPT-ID	X(003)	13	15	M	Value is 087.
05	AY-PRDC-CD	X(010)	16	25	M	Value is 2440000000.

Payment Header Record Type 10						
Level 	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-DATA- RGTR-HDR	X(080)	26	105	O	Penfax Payment Run ID will go here. Pps_payment_batch.batchid.
05	AY-CRNCY-CD	X(002)	106	107	M	Value is 01 – Canadian.
05	AY-PYMNT-DT	9(008)	108	115	O	Sourced from Pps_payment_batch.depositdate. Note: There is a relationship to AY-PYMNT-DUE-DT in the detail record. Will be left empty, and then the due date will default to this date.
05	AY-FL-VRSN	X(003)	116	118	M	Value is 005.
05	AY-PYMNT- PRTY-IND	X(001)	119	119	M	Will always be 0.
05	AY-FRGN- EXCHNG-RT	9(4)V9(1 2)	120	135	O	Not used. Filled with spaces.
05	AY-RQSTN-ID	X(15)	136	150	M	Unique requisition number. Usually starts 087 0015 (CDO – Client Department Office). Eight digits comprise a requisition number: <ul style="list-style-type: none"> • Positions 8 - 9: Fiscal Year (will be the last two characters of the “YYYY” Accounting Fiscal Year applicable to the file; • Positions 10 - 11: Accounting Month, where April is “01” and March is “12”; • Positions 12 - 13: The day of the process run; and • Positions 14 - 15: The update number, if run more than once in a day. Regarding Positions 14 – 15, a look-up must be performed in Penfax to determine if previous payment runs occurred in this day. This number would then be incremented accordingly. A new CDO code has been requested by PWGSC and PSPC for Penfax Payments.
05	AY-RTRN-ADRS	X(15)	151	165	O	
05	AY-TP10- RESERVE-1	X(545)	166	710		Not used. Filled with spaces.

Table 5 – Payment File Record Layout – Detail Payment Record Type 30

Detail Payment Record Type 30						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-TYPE-REC	X(002)	1	2	M	Value is 30.
05	AY-NUM-REC-SEQ-CLNT	9(010)	3	12	M	Add 1 to the sequence number used in the previous record.
05	AY-PY-ACNT-NMBR	X(015)	13	27	O	
10	AY-PY-ACNT-NO	X(09)	13	21		Penfax Payee Account Key, left padded with zeroes. RM_Payee.Rm_payee_rk is converted to characters and left padded with "0".
10	FILLER	X(06)	22	27		Six spaces.
05	AY-PYMNT-INSTR-TP-CD	X(001)	28	28	M	Values are: <ul style="list-style-type: none"> • 1 = Cheque; and • 2 = Direct deposit. Note: Will always be set to "2" for zero dollar payments.
05	AY-PYMNT-DUE-DT	X(008)	29	36	O	This will be left blank.
05	AY-PYMNT-CLNT-TXT	X(32)	37	68	O	Note: In the case of a Payment that is a Garnishment, this field will contain the Court Order Number to which the Garnishment applies. This number is found in pps_payment_line_item.thirdpartypayeetext. Otherwise, set to spaces.
05	AY-PY-NM	X(044), occurs 4	69	244	M	From the pps_payment_header table. First and Last Name. Note: AY-PY-NM 1 cannot be blank; move the name from the second field to the first field if the first field data element is blank.
05	AY-ADRS-DESC	X(044), occurs 5	245	464	O	Delivery Address. From the pps_payment_header table. This field will be parsed by the SPS to extract the Country code for foreign payments. Note: Foreign payees must be registered in the SPS Foreign Enrolment application prior to receiving payments.

Detail Payment Record Type 30						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-PY-PSTL-CD	X(010)	465	474	O	From the pps_payment_header table. A9A9A9 only (pad with blanks) if it is a Canadian Postal Code.
05	AY-DD-INFO	X(029)	475	503	O	Financial institution information for direct deposits (from the pps_payment_header table).
10	AY-FI-NMBR	X(004)	475	478	O	Institution number (from the pps_payment_header table). Note: Will be set to blanks for zero dollar payments whose originating banking instructions is mode = cheque (i.e., from pps_payment_header table).
10	AY-BRNCH-TRNST-NMBR	X(005)	479	483	O	Branch number (from the pps_payment_header table). Note: Will be set to blanks for zero dollar payments whose originating banking instructions is mode = cheque (i.e., from pps_payment_header table).
10	AY-PY-FI-ACNT-NMBR	X(20)	484	503	O	Account number (from the pps_payment_header table). Note: Will be set to blanks for zero dollar payments whose originating banking instructions is mode = cheque (i.e., from pps_payment_header table).
05	AY-PYMNT-MISC-TXT	X(080)	504	583	O	Use pps_payment_header.Paymentid.
05	AY-PYMNT-AMT	S9(010) V99 Sign trailing separate	584	596	M	The sign of this field is a trailing, separate character. This field shows the net amount of the payment (e.g., \$7,348.52 is stored as 000000734852+). Sourced from. pps_payment_line_items.amount.
05	AY-PYMNT-AMT-HASH	S9(012) V99 Sign trailing separate	597	611	M	The sign of this field is a trailing, separate character. This field shows the running total of AY-PYMNT-AMT to this point.

* FINANCIAL INSTITUTION AND ACCOUNT NUMBER
ALL XXX EXCEPT FOR THE LAST 4 DIGITS

Detail Payment Record Type 30						
			Position			
Level	Field Name	Picture	From	To	M/O	Values/Comments
05	AY-LNGG-CD	X(001)	612	612	M	Language code. Values are: <ul style="list-style-type: none"> 1 = English; or 2 = French. Sourced from Stakeholders.language.
05	AY-PRE-ISSUED-CHQ-NMBR	X(12)	613	624	O	Not used.
05	AY-TP30-RESERVE-1	X(86)	625	710		

Table 6 – Stub Record Layout

			Position			
Level	Field Name	Picture	From	To	M/O	Values/Comments
<p>Stub Record = Record Types 40 through 79. Mandatory when a stub is involved (AY-SPS-STUB).</p> <p>Rules for use:</p> <ul style="list-style-type: none"> Always used for ad hoc payments; and Always used for cheques in the monthly run and for those direct deposits that requires a stub. <p>Direct deposits have a stub when the difference between this payment and the previous payment for the same payee is more than \$2.00.</p> <p>The stub is used for all payments in January each year.</p> <p>Record Types 40 through 79 are only required if a stub is involved (i.e., a cheque stub or a direct deposit statement is to be printed). The data on this record must be pre-formatted by the client to fit on the document the data is to be printed on. For every printable line, the client must provide one occurrence in the stub table. The first stub record following a detail record must be a Record Type 40. If more than eight lines are available on the stub for print, the Record Type is incremented by one. When stub lines provided by the client exceed the available space on the cheque, subsequent stub lines are ignored and not printed.</p> <p>Payment Notes: If there is a Payment Note (as denoted by a value in the pps_payment header table for this payment), the length will be counted and the appropriate number of additional Stub Deduction detail lines (Payment Note Length / 62 characters) will be populated with the Payment Note using SPS-STUB-LINE3-8 (shown below). Additional stub records (e.g., 41, 42) will be created if required to accommodate the Payment Note. This will be done after the regular deductions have been populated.</p>						
05	AY-TYPE-REC	X(002)	1	2	M	Values are 40 through 79, according to the “Rules for use”.
05	AY-NUM-REC-SEQ-CLNT	9(010)	3	12	M	One more than the previous record.
05	AY-PY-ACNT-NMBR	X(015)	13	27	M	Set to the AY-PY-ACNT-NMBR on the Type 30 Payment record.

			Position			
Level	Field Name	Picture	From	To	M/O	Values/Comments
05	AY-PYMNT-STUB-TXT				M	The maximum number of stub lines accepted is constrained by the type of product and payment type, as well as physical limitations, such as the size of a paper cheque.
10	AY-PYMNT-STUB-LINE	X(062) occurs 8	28	523	M	Text to be placed on the cheque stub or the direct deposit statement.
15	SPS-STUB-LINE1	X(062) occurs 1				
3 20	STUB-CHEQUE-DATE	PIC 9(06)				The Payment Date from the Header record.
20	FILLER	PIC X(01)				
6 20	STUB-PENSION-NUMBER	PIC 9(09)				Penfax Alternateid, representing the member's Pension Number.
20	FILLER	PIC X(01)				
20	STUB-DEPT-NUMBER	PIC X(03)				Not used. Filled with spaces.
20	FILLER	PIC X(01)				
20	STUB-P-L	PIC X(03)				Not used. Filled with spaces.
20	FILLER	PIC X(01)				
7 20	STUB-GROSS-AMNT	PIC Z(10)V9(2)				Gross amount of the payment. Sourced from pps_payment_line_item. amount.
20	FILLER	PIC X(01)				
8 20	STUB-DEDUCTIONS	PIC Z(07)V9(2) blank when zero				Sum of all deductions from Gross Payment. Sourced from pps_payment_line_item. amount.
20	STUB-DEDUCTIONS-SIGN	PIC X(01)				"+" or "-", depending on the value of STUB-DEDUCTIONS.
20	FILLER	PIC X(01)				
9 20	STUB-AMNT	PIC Z(10)V9(2)				Net amount of the payment. Sourced from pps_payment_line_item. amount.
20	FILLER	PIC X(01)				

			Position			
Level	Field Name	Picture	From	To	M/O	Values/Comments
15	SPS-STUB-LINE2	X(062) occurs 1				
20	STUB-FED-TAX	PIC Z(07)V99 blank when zero				Federal tax deducted. Includes all Federal Tax and Provincial Tax deducted except Québec Tax. Québec tax will be listed as a separate regular deduction in the STUB_LINES_3-8 section. Sourced from pps_payment_line_item.amount.
20	STUB-FED-TAX-SIGN	PIC X(01)				“+” or “-”, depending on the value of STUB-FED-TAX.
20	FILLER	PIC X(01)				
20	STUB-PSHCP	PIC Z(08)V99 blank when zero				Health Care Plan deduction. Sourced from pps_payment_line_item.amount.
20	STUB-PSHCP-SIGN	PIC X(01)				“+” or “-”, depending on the value of STUB-PSHCP.
20	FILLER	PIC X(01)				
20	STUB-SDB	PIC Z(05)V99 blank when zero				SDB Premium amount. Sourced from pps_payment_line_item.amount.
20	STUB-SDB-SIGN	PIC X(01)				“+” or “-”, depending on the value of STUB-SDB.
20	FILLER	PIC X(01)				
20	STUB-PROVINCE	PIC X(06)				Only applies to British Columbia (BC) Medicare deductions. Value will be “BC” if a BC Medicare deduction exists.
20	FILLER	PIC X(01)				
20	STUB-MED-ASSIST-PLAN	PIC Z(07)V99 blank when zero				Medical Assistance Plan deduction. Sourced from pps_payment_line_item.amount.
20	FILLER	PIC X(01)				
20	STUB-PROV-TAX	PIC Z(09)V99 blank when zero				Provincial tax deducted. Sourced from pps_payment_line_item.amount.

			Position			
Level	Field Name	Picture	From	To	M/O	Values/Comments
20	STUB-PROV-TAX-SIGN	PIC X				"+" or "-", depending on the value of STUB-PROV-TAX.
20	FILLER	PIC X(01)				Space.
15	SPS-STUB-LINE3-8 occurs 6					Note: In the case of a Payment that is a Garnishment, the first occurrence of the SPS-STUB-LINE3-8 (Line 3 always) will contain the text "Account/Compte", followed by the bank account number of the Financial Institution to which the Garnishment will be routed. This number is found in pps_payment_header.bankaccountno column.
20	STUB-DED-DESC	PIC X(45)				Look-up to Deduction Description based on pps_payment_line_item.deductioncode. Format is as follows: <div style="margin-left: 40px;"> <i>LANGUAGE FLAG ENGLISH → • 1 to 22 – English / 24-45 FRENCH</i> <i>LANGUAGE FLAG FRENCH → • 1 to 22 – FRENCH / 24-45 ENGLISH</i> </div>
20	FILLER	PIC X(03)				
20	STUB-DED-CODE	PIC X(03)				Sourced from pps_payment_line_item.deductioncode.
20	FILLER	PIC X(01)				
20	STUB-DEDAMT	PIC Z(07)VZZ				Deduction amount. Sourced from pps_payment_line_item.amount.
20	STUB-DEDAMT-SIGN	PIC X(01)				"+" or "-", depending on the value of STUB-DEDAMT.
05	AY-PYMNT-STUB-AMT	S9(010)V99 Sign trailing, separate	524	536	M	Set to the payment amount on the Type 30 payment record. The sign of this field is a trailing, separate character (e.g., \$7,348.52 in version 5 is stored as 000000734852+).

Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-PYMNT-STUB-HASH	S9(012)V99 Sign trailing, separate	537	551	M	Set to the hashed payment amount on the Type 30 payment record. The sign of this field is a trailing, separate character (e.g. \$7,348.52 in version 5 is stored as 000000734852+).
05	AY-TP40-TP79-RESERVE-1	X(159)	552	710		

Table 7 – Record Type 90 – Mandatory Trailer Record Layout

Mandatory trailer record – Record Type 90						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-TYPE-REC	X(002)	1	2	M	Value is 90.
05	AY-NUM-REC-SEQ-CLNT	9(010)	3	12	M	The total number of records for the requisition.
05	AY-NUM-PYMNT-TOTL	9(010)	13	22	M	The total number of payments on the file.
05	AY-AMT-PYMNT-TOTL	S9(012)V99 Sign trailing, separate	23	37	M	The total dollar amount of the payments in the detail records on the file. The sign of this field is a trailing, separate character (e.g., \$7,348.52 in version 5 is stored as 000000734852+).
05	AY-AMT-STUB-TOTL	S9(012)V99 Sign trailing, separate	38	52	M	The total payment amount on the stub records on the file. The sign of this field is a trailing, separate character (e.g., \$7,348.52 in version 5 is stored as 000000734852+).
05	AY-TP90-RESERVE-1	X(658)	53	710		

3.9 SPS Return File Layout

As Meta Header (Type 05), Trailer (Type 90) and Meta Trailer (Type 99) records will be removed from the Return File prior to shipment to Penfax, these Record layouts have not been included in this Functional Specification.

Table 8 – Return File Record Layout – Payment Header Record Type 10

Record Type 10 – Payment Header						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
	AY-TYPE-REC	X(002)	1	2	M	Record Type = 10 (Header).
05	AY-CLNT-DEPT-ID	X(003)	3	5	M	Client Department ID, as provided by the client on the input file. Value is 087.
05	AY-PRDC-CD	X(010)	6	15	M	Product Code, as provided by the client on the input file. Value is 2440000000.
05	AY-DATA-RGTR-HDR	X(080)	16	95	M	Client Data Area, as provided by the client on the input file. Will contain the pps_payment_batch.batchid.
05	AY-CRNCY-CD	X(002)	96	97	M	Currency Code, as provided in the Payment File.
05	AY-PYMNT-DT	9(008)	98	105	M	The date of the Payment File, as provided in the Payment File. The format is YYYYMMDD.
05	AY-RQSTN-ID	X(015)	106	120	M	Requisition ID for priority and bulk payments.
05	AY-FRGN-EXCHNG-RT	9(4)v9(12)	121	136	O	Foreign exchange rate for currencies other than Canadian.
05	AY-TP10-RESERVE-1	X(264)	137	400		

Table 9 – Return File Record Layout – Payment Detail Record Type 30

Record Type 30 – Payment Detail						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-TYPE-REC	X(002)	1	2	M	Record Type = 30 (Detail).
05	AY-PY-ACNT-NMBR	X(015)	3	17	M	The Account Number used by the client to identify the payee. Penfax Payee Account Key, left padded with zeroes, and right padded with blank spaces.

Record Type 30 – Payment Detail						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-PYMNT-INSTR-TP-CD	X(001)	18	18	M	The Payment Instrument Type Code, as provided by the client. Values are: <ul style="list-style-type: none"> • 1=Cheque; or • 2=Direct Deposit.
05	AY-PYMNT-DUE-DT	X(008)	19	26	M	The Payment Due Date, as provided in the Payment File.
05	AY-PYMNT-CLNT-TXT	X(032)	27	58	M	As provided by the client in the Payment File.
05	AY-PY-NM occurs 2	X(088)	59	146	M	First two lines of the payee name provided in the Payment File.
05	AY-DD-INFO	X(029)	147	175	O	For direct deposit and Electronic Data Interchange payments only, as provided by the client on the input file.
05	AY-PYMNT-MISC-TXT	X(080)	176	255	O	As provided by the client on the input file for bulk payments. This will contain the Penfax Payment ID.
05	AY-PYMNT-AMT	S9(010)V99	256	268	M	The Payment Amount, as provided by the client on the input file. The sign of this field is a trailing, separate character (e.g., \$7,348.52 is stored as 000000734852+).
05	AY-PYMNT-REF-NMBR	X(012)	269	280	M	The Payment reference number, as assigned by the SPS. This number is assigned to every payment (cheque, direct deposit, or Electronic Data Interchange) when it is loaded to the SPS. The format is “ssss ccccccc”, where: <ul style="list-style-type: none"> • ssss = the payment series; and • ccccccc = a sequential number. This will be written to the pps_payment_header table for the payment identified by AY-PYMNT-MISC-TXT.
05	AY-PYMNT-HASH-AMT	S9(012)V99	281	295	M	The calculated hash amount. The sign of this field is a trailing, separate character (e.g., \$7,348.52 is stored as 000000734852+).

Record Type 30 – Payment Detail						
Level	Field Name	Picture	Position		M/O	Values/Comments
			From	To		
05	AY-PRE-ISSUED-CHQ-NMBR	X(012)	296	307	O	This field will contain the pre-issued cheque number, if it is contained in the input file. Used with instrument type code “6”.
05	AY-OTH-FRGN-EXCHNG-RT	9(04)V9(12)	308	323	O	The Other Foreign Exchange Rate.
05	AY-OTH-FRGN-CRNCY-AMT	S9(012)V99	324	338	O	The Other Foreign Currency Amount. The sign of this field is a trailing, separate character.
05	AY-OTH-FRGN-CRNCY-CD	X(002)	339	340	O	The Other Foreign Currency Code.
05	AY-PSTL-CD	X(010)	341	350	O	The payee’s Postal Code.
05	AY-TP30-RESERVE-1	X(050)	351	400		

3.10 Generating Letters, Notifications and Reports

There are no output documents associated to this Functional Specification.

3.11 Automatic Case Creation Triggers

There are no Cases/Activities triggered by this Functional Specification.