

**Canada Savings Bonds  
Obligations d'épargne du Canada**

**RETAIL DEBT MANAGEMENT SYSTEM**

**PURCHASE FILE SPECIFICATIONS**

**FOR USE BY AUTHORIZED SALES AGENTS**

**DATA ELEMENT DICTIONARY**

Date: March 12, 2013

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<b>NAME</b>	<b>ADDRESS CARE OF LINE</b>
<b>DEFINITION</b>	This data element is used to identify the intended person(s), firm, or establishment to which mail is addressed, e.g. "C/O XYZ Home for the Aged", "C/O ABC Trust Company".
<b>REFERENCE</b>	This data element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 40-character alphanumeric field which may include apostrophes, slashes and hyphens.
<b>REQUIREMENTS</b>	The absence of this element <b>will not constitute</b> cause for transaction rejection.
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>ADDRESS STREET LINE 1</b>
<b>DEFINITION</b>	A data element used to provide the street address of the registered owner or related customer.
<b>REFERENCE</b>	This element is contained in Logical Record Types “B” and “E”.
<b>CONTENT</b>	This element is a 40-character alphanumeric field which may include apostrophes, slashes and hyphens. This field may contain rural routes, apartments etc. For small rural communities where no street line details are available this line should have “General Delivery” placed in it.
<b>REQUIREMENTS</b>	Requirements for this field depend on the logical record type. See the Cross-validations for details.
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	<b>For Logical Record Type “B”:</b> This field is mandatory. A missing street line 1 <b>will constitute</b> a transaction rejection that will be handled initially as an exception event to be investigated by a Customer Service Representative. If the address information cannot be added then the transaction is rejected to the Agent/FI for resubmission.  <b>For Logical Record Type “E”:</b> This field is optional.

<b>NAME</b>	<b>ADDRESS STREET LINE 2</b>
<b>DEFINITION</b>	A data element used to provide the second line of the street address for the registered owner.
<b>REFERENCE</b>	This element is contained in Logical Record Types "B" and "E".
<b>CONTENT</b>	This element is a 40-character alphanumeric field.
<b>REQUIREMENTS</b>	A missing Address Street Line 2 <b>will not constitute</b> a transaction reject.
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATION</b>	<b>For Logical Record Type "B":</b> This field is optional.  <b>For Logical Record Type "E":</b> This field is optional.

<b>NAME</b>	<b>ALPHA LOAN ID</b>
<b>DEFINITION</b>	This element is the assigned alpha character used to identify the loan of the product requested.
<b>REFERENCE</b>	This element is contained in Logical Record Type "F".
<b>CONTENT</b>	This element is a 3 character alphanumeric field
<b>REQUIREMENTS</b>	A missing or invalid Alpha Loan ID will <b>constitute</b> transaction rejection to the Agent/FI for correction and resubmission.
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	This element <b>must be</b> valid for the Debt Instrument Type identified.  - For the CPB, Debt Instrument Type Code "14", the Alpha Loan ID must be "P".

<b>NAME</b>	<b>AUTHORIZED SALES AGENT CSB ID - BRANCH ID</b>
<b>DEFINITION</b>	This element is the transit number identifying the branch within an institution acting as the sales agent on behalf of the Canada Savings Bond Office. This element is used in conjunction with the element "Authorized Sales Agent CSB ID - Institution ID" to identify a specific branch within an institution.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 6 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Absence of this element <b>will constitute</b> a transaction rejection. This element must be a valid branch identifier for the associated institution. The identified branch must be "open", or cross referenced to an "open" branch.  Refer to Appendix "A", CSB Identification Number Description for more details.
<b>VALIDITY CHECKS</b>	Element must be "signed" numeric. Element is mandatory.
<b>CROSS-VALIDATIONS</b>	Refer to Appendix "A", CSB Identification Number Description.



<b>NAME</b>	<b>AUTHORIZED SALES AGENT CSB ID - INSTITUTION ID</b>
<b>DEFINITION</b>	This element is the transit number of the Institution identified as the sales agent on behalf of the Canada Savings Bond Office. This element is used in conjunction with the element "Authorized Sales Agent CSB ID - Branch ID" to identify the institution and branch.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 5 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Absence of this element <b>will constitute</b> a transaction rejection. This element must be a valid institution identifier. The identified institution must be a valid sales agent (e.g. financial institution) with the Canada Savings Bond Office. The institution must have a status of "active".  Refer to Appendix "A", CSB Identification Number Description for more details for sales agents.
<b>VALIDITY CHECKS</b>	Element must be "signed" numeric. Element is mandatory.
<b>CROSS-VALIDATIONS</b>	Refer to Appendix "A", CSB Identification Number Description for sales agents.

<b>NAME</b>	<b>BOND FORM CODE</b>
<b>DEFINITION</b>	This element identifies the physical form in which the bonds associated with a loan are made available.
<b>REFERENCE</b>	This element is contained in Logical Record Type "F".
<b>CONTENT</b>	This element is a 2 character alphanumeric field.
<b>REQUIREMENTS</b>	Absence of this element in Logical Record Type "F" <b>will constitute</b> a rejection of the transaction to the Agent/FI for correction and resubmission.

The field must contain "02" Certificated CPB purchase.

<b>VALIDITY CHECKS</b>	Mandatory check. Must be a valid code.
<b>CROSS-VALIDATIONS</b>	None

<b>NAME</b>	<b>BULK EMPLOYEE APPLICATION IDENTIFIER</b>
<b>DEFINITION</b>	No longer used.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is an 8 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Because of file validations it is mandatory that this field is populated with "0".
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>CENTRAL BRANCH CSB ID - BRANCH ID</b>
<b>DEFINITION</b>	This element is the transit number identifying the branch within an institution identified as the central branch for the purpose of receiving summary shipping reports for certificated CPBs. This element is used in conjunction with the element "Central Branch CSB ID - Institution ID" to identify a specific branch within an institution. This element is also a valid delivery destination for certificates.
<b>REFERENCE</b>	This element is contained in Logical Record Type "A".
<b>CONTENT</b>	This element is a 6 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Absence of this element <b>will constitute</b> a file rejection. This element must be a valid branch identifier for the associated institution. The identified branch must be "open", or cross referenced to an "open" branch.  Refer to Appendix "A", CSB Identification Number Description for more details.
<b>VALIDITY CHECKS</b>	Element must be "signed" numeric. Element is mandatory.
<b>CROSS-VALIDATIONS</b>	Refer to Appendix "A", CSB Identification Number Description.  If the Central Branch is selected as the Delivery Destination for certificate shipments, this Central Branch's Institution ID and Branch ID must be in the list of the valid Certificate Delivery Destinations identified with the Canada Savings Bond Office. If this validation fails, the transaction will be rejected to the FI/Agent for correction and resubmission.

<b>NAME</b>	<b>CENTRAL BRANCH CSB ID - INSTITUTION ID</b>
<b>DEFINITION</b>	This element is the transit number of the Institution identified as the central branch for the purpose of receiving summary shipping reports for CPBs. This element is used in conjunction with the element "Central Branch CSB ID - Branch ID" to identify the institution and branch.
<b>REFERENCE</b>	This element is contained in Logical Record Type "A".
<b>CONTENT</b>	This element is a 5 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Absence of this element <b>will constitute</b> a file rejection. This element must be a valid institution identifier. The institution must have a status of "active".  Refer to Appendix "A", CSB Identification Number Description for more details.
<b>VALIDITY CHECKS</b>	Element must be "signed" numeric. Element is mandatory.
<b>CROSS-VALIDATIONS</b>	Refer to Appendix "A", CSB Identification Number Description.  If the Central Branch is selected as the Delivery Destination for certificate shipments, this Central Branch's Institution ID and Branch ID must be in the list of the valid Certificate Delivery Destinations identified with the Canada Savings Bond Office. If this validation fails, the transaction will be rejected back to the FI/Agent for correction and resubmission.

<b>NAME</b>	<b>CITY</b>
<b>DEFINITION</b>	A data element used to identify the city/town where the registered owner or related customer lives.
<b>REFERENCE</b>	This element is contained in Logical Record Types "B" and "E".
<b>CONTENT</b>	This element is a 26 character alphanumeric field, which may include apostrophes and hyphens.
<b>REQUIREMENTS</b>	Invalid or missing city element in Logical Record Type "B" <b>will constitute</b> a transaction rejection. The initial transaction rejection will be investigated by a Customer Service Representative and corrected. If the error cannot be corrected the transaction will be rejected to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Delete slashes
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>COMMISSION CODE</b>
<b>DEFINITION</b>	This element specifies if the purchase is a commissionable sale.
<b>REFERENCE</b>	This element is contained in the Logical Record Type "B".
<b>CONTENT</b>	This element must be "01".
<b>REQUIREMENTS</b>	None
<b>VALIDITY CHECKS</b>	Set to "01" for all products.
<b>CROSS-VALIDATION</b>	None.

<b>NAME</b>	<b>COMMUNICATION LOCAL NUMBER</b>
<b>DEFINITION</b>	This element is the local communication number (e.g. phone) for the registered owner or related customer.
<b>REFERENCE</b>	This element is contained in Logical Record Types "C" and "E"
<b>CONTENT</b>	This element is a 7 character alphanumeric field. This field will be formatted without a hyphen (e.g. 7234444).
<b>REQUIREMENTS</b>	This element is mandatory when Logical Record Type is "C".
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	<p>Absence of this element <b>will constitute</b> a transaction reject when Logical Record Type "C" is created for a registered owner. The initial transaction rejection will be investigated by a Customer Service Representative and corrected.</p> <p>Absence of this element <b>will not constitute</b> a transaction rejection when the Communication Number Type Code is completed in Logical Record Type "E". The communication number data will be ignored in such cases.</p>



<b>NAME</b>	<b>COMMUNICATION NUMBER AREA CODE</b>
<b>DEFINITION</b>	This element is the area/routing code for the communication number of the registered owner or related customer.
<b>REFERENCE</b>	This element is contained in the Logical Record Types "C" and "E"
<b>CONTENT</b>	This element is a 4 character alphanumeric field. Valid area/routing code numbers are provided in the front of the telephone directory.
<b>REQUIREMENTS</b>	This element is mandatory when Logical Record Type "C" is created.
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	<p>Absence of this element <b>will constitute</b> a transaction reject when Logical Record Type "C" is created for a registered owner. The initial transaction rejection will be investigated by a Customer Service Representative and corrected.</p> <p>Absence of this element <b>will not constitute</b> a transaction rejection when the Communication Number Type Code is completed in Logical Record Type "E". The communication number data will be ignored in such cases.</p>

<b>NAME</b>	<b>COMMUNICATION NUMBER COUNTRY CODE</b>
<b>DEFINITION</b>	This is the country code required to identify communication numbers outside of Canada and the United States.
<b>REFERENCE</b>	This element is contained in the Logical Record Types "C" and "E".
<b>CONTENT</b>	This element is a 3 character alphanumeric field. Valid country code numbers are provided in the front of the telephone directory. NOTE: These Country Codes are not ISO Standard.
<b>REQUIREMENTS</b>	This element is mandatory when Logical Record Type "C" is created.
<b>VALIDITY CHECKS</b>	None
<b>CROSS-VALIDATIONS</b>	Absence of this element <b>will not constitute</b> a transaction reject when Logical Record Type "C" is created for a registered owner.  Absence of this element <b>will not constitute</b> a transaction rejection when the Communication Number Type Code is completed in Logical Record Type "E".

<b>NAME</b>	<b>COMMUNICATION NUMBER EXTENSION</b>
<b>DEFINITION</b>	This element is the extension number that may be assigned to a communication number of a registered owner or related customer primary and other telephone numbers.
<b>REFERENCE</b>	This element is contained in the Logical Record Types "C" and "E"
<b>CONTENT</b>	This element is a 4 character alphanumeric field.
<b>REQUIREMENTS</b>	This element is optional for Logical Record Type "C" and "E".
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>COMMUNICATION NUMBER TYPE CODE</b>
<b>DEFINITION</b>	This element identifies the type of Communication Number provided for the registered owner or related customer.
<b>REFERENCE</b>	This element is contained in Logical Record Types "C" and "E".
<b>CONTENT</b>	This is a 2 character alphanumeric field.
<b>REQUIREMENTS</b>	This element is mandatory when Logical Record Type "C" is created or when Communication Number details (e.g. Communication Local Number) are provided on Logical Record Type "E".  Valid codes for this field are as follows: "01" Voice Primary "05" Voice Other
<b>VALIDITY CHECKS</b>	Must be a valid code.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>COUNTRY CODE</b>
<b>DEFINITION</b>	This is the country code for an address belonging to a registered owner or related customer. This is applicable only when the address is outside of Canada.
<b>REFERENCE</b>	This element is contained in Logical Record Types "B" and "E".
<b>CONTENT</b>	This element is a 2 character alphanumeric field.
<b>REQUIREMENTS</b>	This field is optional. Refer to ISO Standards.
<b>VALIDITY CHECKS</b>	Must be a valid code or blank.
<b>CROSS-VALIDATIONS</b>	<p>If Country Code is "blank" then it is considered to be the same as CA for Canada.</p> <p>When the Country Code is "Blank" or "CA", the Province Code and Postal Code are validated as proper format and content for Canadian codes. Postal Code is also validated to ensure that it is correct for the Province Code.</p> <p>When the Country Code is "US" then the State Code is validated as a valid US State Code and the Zip Code is validated for proper format.</p>

<b>NAME</b>	<b>DATE OF BIRTH</b>
<b>DEFINITION</b>	This element identifies the Date of Birth of the Registered Owner.
<b>REFERENCE</b>	This element is contained in the Logical Record Types "B" and "E".
<b>CONTENT</b>	This element is a 10 character alphanumeric field. The format must be "YYYY-MM-DD"
<b>REQUIREMENTS</b>	Optional when SIN is provided; Mandatory when SIN is not provided and the registered owner is 18 years of age or younger.
<b>VALIDITY CHECKS</b>	Must be a valid date in the format YYYY-MM-DD.
<b>CROSS-VALIDATION</b>	This element is mandatory when the registered owner (Logical Record Type "B") has no valid SOCIAL INSURANCE NUMBER. The DATE OF BIRTH is needed to prove that the Registered Owner of the bond is or will be under 18 years of age as of the DEBT ISSUE DATE (Logical Record Type "F"). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>DEBT INSTRUMENT TYPE</b>
<b>DEFINITION</b>	This element defines the type of Debt Instrument being purchased.
<b>REFERENCE</b>	This element is contained in Logical Record Type "F".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows:  "14" CPB (Canada Premium Bond)
<b>REQUIREMENTS</b>	An invalid or missing Debt Instrument Type in Logical Record Type "F" <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be a valid type.
<b>CROSS-VALIDATION</b>	None.

<b>NAME</b>	<b>DEBT ISSUE DATE</b>
<b>DEFINITION</b>	This element defines the date of issue for an offering of a specific loan (e.g. CPB P82). This can be an original issue or a subsequent issue of the same loan.
<b>REFERENCE</b>	This element is contained in Logical Record Type "F".
<b>CONTENT</b>	This element is a 10 character alphanumeric field, formatted "YYYY-MM-DD".
<b>REQUIREMENTS</b>	This is a mandatory data element.
<b>VALIDITY CHECKS</b>	Must be a valid date format.
<b>CROSS-VALIDATIONS</b>	Must be a valid date for the specified Debt Instrument Type, Alpha Loan ID and Series Identifier.



<b>NAME</b>	<b>DELIVERY DESTINATION</b>
<b>DEFINITION</b>	This element identifies the delivery destination for certificates issued by the Canada Savings Bond Office.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This is a 2 character alphanumeric field, as follows: "22" Sales Agent (Future) "25" Processing Service Provider "26" Central Branch
<b>REQUIREMENTS</b>	An invalid or missing Delivery Destination <b>will constitute</b> a transaction reject to the FI/Agent for correction and resubmission. <ul style="list-style-type: none"><li>• If "Central Branch" is selected as the Delivery Destination for certificate shipments, this Central Branch's Institution ID and Branch ID must be in the list of the valid Certificate Delivery Destinations identified with the Canada Savings Bond Office.</li><li>• If "Processing Service Provider" is selected as the Delivery Destination for certificate shipments, this Processing Service Provider's Institution ID and Branch ID must be in the list of the valid Certificate Delivery Destinations identified with the Canada Savings Bond Office.</li></ul>
<b>VALIDITY CHECKS</b>	Must be a valid delivery destination.
<b>CROSS-VALIDATIONS</b>	This field will be validated as follows:  For Sales Agent purchase the delivery destination code <b>must be</b> "25"  Processing Service Provider or "26" Central Branch.  Failure to pass these cross-validations <b>will constitute</b> a transaction reject to the Agent/FI for resubmission.

<b>NAME</b>	<b>DENOMINATION COUNT</b>
<b>DEFINITION</b>	This element identifies the number of pieces/units requested for a specific denomination purchased.
<b>REFERENCE</b>	This element is contained in Logical Record Type "G".
<b>CONTENT</b>	This element is a 3 digit "signed" numeric field.
<b>REQUIREMENTS</b>	This element is mandatory for Logical Record Type "G". An invalid or missing Denomination Count <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be 3 digit "signed" numeric.
<b>CROSS-VALIDATION</b>	None.

<b>NAME</b>	<b>DENOMINATION VALUE</b>
<b>DEFINITION</b>	This element identifies the denomination requested for a specific loan variation. For each different Denomination Value requested another occurrence of Logical Record Type "G" is required.
<b>REFERENCE</b>	This element is contained in Logical Record Type "G".
<b>CONTENT</b>	This element is a 7 digit "signed" numeric field, as follows:  CPB Compound Interest "100", "300", "500", "1000", "5000", "10000"  CPB Regular Interest "300", "500", "1000", "5000", "10000"
<b>REQUIREMENTS</b>	This is a mandatory element for Logical Record Type "G". A missing or invalid Denomination Value <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be valid Denomination Value
<b>CROSS-VALIDATION</b>	Denomination Value selected must be valid for the Instrument Payment Type identified on related Logical Record Type "F". The related Logical Record Type "F" is identified through the Product Sequence Number on "G" and "F" records (must be the identical Product Sequence Number on "F" and "G" records).  A Specific denomination value can only be identified once per Product.

<b>NAME</b>	<b>DIRECT DEPOSIT ACCOUNT NUMBER</b>
<b>DEFINITION</b>	This element identifies the direct deposit account number to which any Canada Savings Bond Office payments will be made to the Debt Customer (e.g. annual interest payment).
<b>REFERENCE</b>	This element is contained in Logical Record Type "D".
<b>CONTENT</b>	This element is a 12 character alphanumeric field.
<b>REQUIREMENTS</b>	This is a mandatory element for Logical Record Type "D". For CPB R-Bond debt Instrument Payment Type Code purchases a missing or invalid Direct Deposit Account Number will result in the transaction being rejected to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	The Direct Deposit Account Number will have a validity check performed when possible.
<b>CROSS-VALIDATION</b>	The Logical Record Type "D" is mandatory when the Instrument Payment Type Code value is "02" Regular Interest (Logical Record Type "F"). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>DIRECT DEPOSIT ACCOUNT TYPE</b>
<b>DEFINITION</b>	This element identifies the type of Direct Deposit Account Number specified by the registered owner. This is only available as "01" Direct Deposit.
<b>REFERENCE</b>	This element is contained in Logical Record Type "D".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows: "01" Direct Deposit
<b>REQUIREMENTS</b>	This is a mandatory element for Logical Record Type "D". For CPB R-Bond debt Instrument Payment Type Code purchases amissing or invalid Direct Deposit Account Number Type will result in the transaction being rejected to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be a valid type.
<b>CROSS-VALIDATIONS</b>	The Logical Record Type "D" is mandatory when the Instrument Payment Type Code value is "02" Regular Interest (Logical Record Type "F"). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>DIRECT DEPOSIT CSB ID - BRANCH ID</b>
<b>DEFINITION</b>	This element identifies the deposit-taking Branch.
<b>REFERENCE</b>	This element is contained in Logical Record Type “D”.
<b>CONTENT</b>	This element is a 6 digit “signed” numeric field.
<b>REQUIREMENTS</b>	<p>This is a mandatory element for Logical Record Type “D”. For CPB R-Bond debt Instrument Payment Type Code purchases an invalid or missing Direct Deposit CSB ID – Branch ID will result in the transaction being rejected to the Agent/FI for resubmission.</p> <p>Refer to Appendix “A”, CSB Identification Number Description for more details.</p>
<b>VALIDITY CHECKS</b>	<p>Element must be “signed” numeric. Element is mandatory for Logical Record Type “D”.</p>
<b>CROSS-VALIDATIONS</b>	Refer to Appendix “A”, CSB Identification Number Description. The Logical Record Type “D” is mandatory when the Instrument Payment Type Code value is “02” Regular Interest (Logical Record Type “F”). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>DIRECT DEPOSIT CSB ID - INSTITUTION ID</b>
<b>DEFINITION</b>	A data element used to identify the deposit-taking institution.
<b>REFERENCE</b>	This element is contained in Logical Record Type "D".
<b>CONTENT</b>	This data element is a 5 digit "signed" numeric field.
<b>REQUIREMENTS</b>	<p>This is a mandatory element for Logical Record Type "D". For CPB R-Bond debt Instrument Payment Type Code purchases, an invalid or missing Direct Deposit CSB ID - Institution ID will result in the transaction being rejected to the Agent/FI for resubmission.</p> <p>Refer to Appendix "A", CSB Identification Number Description for more details.</p>
<b>VALIDITY CHECKS</b>	<p>Element must be "signed" numeric. Element is mandatory for Logical Record Type "D".</p>
<b>CROSS-VALIDATIONS</b>	Refer to Appendix "A", CSB Identification Number Description. The Logical Record Type "D" is mandatory when the Instrument Payment Type Code value is "02" Regular Interest (Logical Record Type "F"). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>FC/IA CODE</b>
<b>DEFINITION</b>	This element is not in use.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 5 character alpha-numeric field.
<b>REQUIREMENTS</b>	N/A.
<b>VALIDITY CHECKS</b>	Content is not validated.
<b>CROSS VALIDATIONS</b>	N/A/



<b>NAME</b>	<b>FILE CREATION NUMBER</b>
<b>DEFINITION</b>	A data element used for file identification. It is uniquely assigned to each file created by an Institutions Processing Centre or Service Bureau during a calendar year.
<b>REFERENCE</b>	This element is contained in Logical Record Types "A" and "Z".
<b>CONTENT</b>	<p>This element is an 8 digit "signed" numeric field.</p> <p>The format is YYYY9999 where:</p> <ul style="list-style-type: none"><li>- YYYY is the calendar year</li><li>- 9999 is a number assigned once by the File Originator in the calendar year:</li></ul> <p>Sequential numbering of files (0001, 0002, 0003, etc) is suggested.</p>
<b>REQUIREMENTS</b>	<p>This element is mandatory on Logical Record Types "A" and "Z". It must also contain identical information on both the "A" and "Z" records.</p> <p>A file for a given File Originator (Organization ID and Branch ID) and File Creation Number will only be processed once.</p> <p>An invalid or missing File Creation Number <b>will constitute</b> a file rejection.</p>
<b>VALIDITY CHECKS</b>	<p>Must be "signed" numeric.</p> <p>Must not have been processed previously.</p>
<b>CROSS-VALIDATIONS</b>	<p>The File Creation Number is validated to the File Originator - Branch Identifier and File Originator - Organization Identifier on Logical Record Types "A" and "Z" to ensure that the file has not been processed previously.</p> <p>Must be identical on both "A" and "Z" records.</p> <p>A rejected file cannot be resubmitted with the same File Creation Number</p>

<b>NAME</b>	<b>FILE DATE</b>
<b>DEFINITION</b>	A data element used for file identification, it is the date the file was created. For files transmitted electronically, this is the date the file is transmitted.
<b>REFERENCE</b>	This element is contained in Logical Record Type "A" and "Z".
<b>CONTENT</b>	This element is a 10 character alphanumeric field, formatted as "YYYY-MM-DD".
<b>REQUIREMENTS</b>	<p>This element is mandatory on Logical Record Types "A" and "Z". It must also contain identical information on both the "A" and "Z" records. In addition, the File Date must be prior to or equal to the date on which the file is being processed.</p> <p>An invalid or missing File Date <b>will constitute</b> a file rejection.</p>
<b>VALIDITY CHECKS</b>	<p>Must be 10 characters. Must be valid date format.</p>
<b>CROSS-VALIDATIONS</b>	Must be identical on both "A" and "Z" records.

<b>NAME</b>	<b>FILE ORIGINATOR - BRANCH IDENTIFIER</b>
<b>DEFINITION</b>	An element used for file identification, it identifies the Institution's Processing Centre or Service Bureau when combined with the File Originator - Organization Identifier.
<b>REFERENCE</b>	This element is contained in Logical Record Types "A" and "Z".
<b>CONTENT</b>	This element is a 6 digit "signed" numeric field. For files created by a chartered bank, this data element is the branch transit number of the data centre which must be registered with the Canada Savings Bond Office as a Purchase participant (Processing Service Provider). For all other institutions, this identifier is assigned by the Canada Savings Bond Office.
<b>REQUIREMENTS</b>	<p>This element is mandatory in Logical Record Types "A" and "Z". It must be known by the Canada Savings Bond Office and the "A" and "Z" records must contain identical information in this element.</p> <p>An invalid or missing File Originator - Branch Identifier <b>will constitute</b> a file rejection.</p> <p>Refer to Appendix "A", CSB Identification Number Description for more details.</p>
<b>VALIDITY CHECKS</b>	<p>Must be "signed" numeric. Mandatory for Logical Record Type "A" and "Z". Must be identical in Logical Record Types "A" and "Z".</p>
<b>CROSS-VALIDATIONS</b>	<p>In conjunction with the File Originator - Organization Identifier this element is cross-validated to the File Creation Number to ensure that a file was not processed previously.</p> <p>Refer to Appendix "A", CSB Identification Number Description.</p>

<b>NAME</b>	<b>FILE ORIGINATOR - ORGANIZATION IDENTIFIER</b>
<b>DEFINITION</b>	An element used for file identification, it identifies the Institution's Processing Centre or Service Bureau when combined with the File Originator - Branch Identifier.
<b>REFERENCE</b>	This element is contained in Logical Record Types "A" and "Z".
<b>CONTENT</b>	This element is a 5 digit "signed" numeric field. For files created by a chartered bank, this data element is the institution number for the data centre which must be registered with the Canada Savings Bond Office as a Purchase participant (Processing Service Provider). For all other institutions, this identifier is assigned by the Canada Savings Bond Office.
<b>REQUIREMENTS</b>	<p>This element is mandatory in Logical Record Types "A" and "Z". It must be known by the Canada Savings Bond Office and the "A" and "Z" records must contain identical information in this element.</p> <p>An invalid or missing File Originator - Organization Identifier <b>will constitute</b> a file rejection.</p> <p>Refer to Appendix "A", CSB Identification Number Description for more details.</p>
<b>VALIDITY CHECKS</b>	<p>Must be "signed" numeric.</p> <p>Mandatory for Logical Record Type "A" and "Z".</p> <p>Must be identical in Logical Record Types "A" and "Z".</p>
<b>CROSS-VALIDATIONS</b>	<p>In conjunction with the File Originator - Branch Identifier this element is cross-validated to the File Creation Number to ensure that a file was not processed previously.</p> <p>Refer to Appendix "A", CSB Identification Number Description.</p>

<b>NAME</b>	<b>INCOMING FILE TYPE CODE</b>
<b>DEFINITION</b>	A data element used to identify the type of incoming file submitted to the Canada Savings Bond Office.
<b>REFERENCE</b>	This element is contained in Logical Record Type "A".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows: "06" Purchase to Canada Savings Bond Office
<b>REQUIREMENTS</b>	This is a mandatory field in Logical Record Type "A". A missing or invalid Incoming File Type Code <b>will constitute</b> a file rejection.
<b>VALIDITY CHECKS</b>	Must be a valid type.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>INSTRUMENT PAYMENT TYPE CODE</b>
<b>DEFINITION</b>	A data element used to identify the type of payment requested. For CPB purchases sent to the Canada Savings Bond Office, this is either compound or regular interest (e.g. "C" or "R" Bond).
<b>REFERENCE</b>	This element is contained in Logical Record Type "F"
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows: "00" Compound Interest "02" Regular Interest
<b>REQUIREMENTS</b>	This element is mandatory for "02" Regular Interest payment type codes. An invalid or missing Instrument Payment Type <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be a valid type.
<b>CROSS-VALIDATIONS</b>	The Instrument Payment Type Code must be either "02", Regular Interest, or "00", Compound Interest.

<b>NAME</b>	<b>LANGUAGE PREFERENCE CODE</b>
<b>DEFINITION</b>	A data element used to build and validate the registration names in RDMS. It also helps to identify the preferred language of the registered owner for use of the appropriate official language on customized correspondence, during telephone inquiries and when printing the \$ sign on the bonds.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows:  "01" English "02" French
<b>REQUIREMENTS</b>	This is a mandatory element. A missing or invalid Language Preference Code will result in the transaction being rejected to a Canada Savings Bond Office Customer Service Representative for investigation and correction. If the transaction cannot be corrected, it will be rejected to the Agent/FI for correction and resubmission.
<b>VALIDITY CHECKS</b>	Must be a valid code.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>LOGICAL RECORD COUNT</b>
<b>DEFINITION</b>	A control element used to ensure that no records are missing from the file.
<b>REFERENCE</b>	This element is contained in all logical record types.
<b>CONTENT</b>	This element is a 9 digit "signed" numeric field, starting at "000000001" and incrementing by 1 for each subsequent logical record.
<b>REQUIREMENTS</b>	<p>This element is mandatory for all logical records.</p> <p>The first logical record read must have a value of "000000001" and all subsequent logical records must have a numeric value in this element that is exactly 1 greater than the logical record count of the previous logical record.</p> <p>An invalid or missing Logical Record Count <b>will constitute</b> a file rejection.</p>
<b>VALIDITY CHECKS</b>	<p>Must be "signed" numeric</p> <p>Must be "000000001" in Logical Record Type "A"</p> <p>Must be incremented by 1 for each subsequent logical record.</p>
<b>CROSS-VALIDATIONS</b>	Refer to requirements section above for cross logical record validation.



NAME	LOGICAL RECORD TYPE
DEFINITION	A control element used to identify the logical record type.
REFERENCE	This element is contained in all logical record types.
CONTENT	This element is a 1 character alpha field, as follows: “A” for Logical Record Type “A” “B” for Logical Record Type “B” “C” for Logical Record Type “C” “D” for Logical Record Type “D” “E” for Logical Record Type “E” “F” for Logical Record Type “F” “G” for Logical Record Type “G” “Z” for Logical Record Type “Z”
REQUIREMENTS	This element is mandatory for all logical records and must contain 1 of the above codes. An invalid or missing Logical Record Type <b>will constitute</b> a file rejection.
VALIDITY CHECKS	Must be 1 alpha character. Must be a valid type. Must be “A” for the first logical record. Must be “Z” for the last logical record. Only 1 “A” and only one “Z” logical record per file.

<b>NAME</b>	<b>MARKETING CONSENT CODE</b>
<b>DEFINITION</b>	A data element used to identify whether the registered owner/purchaser has provided, on the purchase application, consent to share name and contact information with third party for the sole purpose of conducting market research.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows:  "01" consent given "02" consent not given
<b>REQUIREMENTS</b>	This is an optional element. If the code is missing or invalid, it is assumed that consent was given.
<b>VALIDITY CHECKS</b>	Must be a valid code.
<b>CROSS VALIDATIONS</b>	None.

<b>NAME</b>	<b>PARTY TYPE CODE</b>
<b>DEFINITION</b>	This element defines the type of related customer or party in the transaction.
<b>REFERENCE</b>	This element is contained in Logical Record Type "E".
<b>CONTENT</b>	This element is a 2 character alphanumeric field. "01" Individual "02" Organization
<b>REQUIREMENTS</b>	This element defines the type of purchaser.
<b>VALIDITY CHECKS</b>	Must be a valid code.
<b>CROSS-VALIDATIONS</b>	This field is mandatory. If this element is missing or invalid, the "E" record will be ignored for this transaction.

<b>NAME</b>	<b>PAYMENT DATE</b>
<b>DEFINITION</b>	A data element used to identify the date of the payment was made for a specific purchase transaction.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	Filler. For future use, the format will be "YYYY-MM-DD".
<b>REQUIREMENTS</b>	To be defined.
<b>VALIDITY CHECKS</b>	None.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>POSTAL CODE / ZIP CODE</b>
<b>DEFINITION</b>	A data element used to identify the postal code/ZIP Code of the registered owner or related customer for Canadian and United States addresses.
<b>REFERENCE</b>	This element is contained in Logical Record Types “B” and “E”.
<b>CONTENT</b>	<p>This element is a 10 character alphanumeric field. When the element is a postal code (Canadian address), the format of the element is to be ANANAN, where:</p> <p style="padding-left: 40px;">A = Alpha N =Numeric</p> <p>When the element is for a United States address, format must be 5 digit or 9 digit numeric. If the 9 digit format is used, a hyphen will be used to separate the fifth and sixth digits.</p>
<b>REQUIREMENTS</b>	This element is mandatory for logical records “B” and “E” when the country code is Canada “CA”, United States “US” or “blank” (processed as Canadian).
<b>VALIDITY CHECKS</b>	<p>Must be a valid postal code. Must validate to province correctly. Must be formatted properly for country code.</p> <p>Logical Record Type “B”. An invalid or missing Postal Code / ZIP Code <b>will constitute</b> a transaction reject if the country code is for Canada or the United States, (see exception below under Cross Validations). When the appropriate Province/State is provided this will be corrected automatically. The initial transaction rejection will be investigated by a Customer Service Representative and corrected. If the error cannot be corrected the transaction will be rejected to the Agent/FI for resubmission.</p>
<b>CROSS-VALIDATIONS</b>	<p>This element is cross-validated to the Province/State Codes and to the Country Code. If “blank” then this is processed as a Canadian address.</p>

<b>NAME</b>	<b>PROCESSING ENVIRONMENT TYPE CODE</b>
<b>DEFINITION</b>	A data element used to identify the processing environment for the incoming file.
<b>REFERENCE</b>	This element is contained in Logical Record Type "A".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows: "03" Client Testing "05" Production
<b>REQUIREMENTS</b>	This is a mandatory element in Logical Record Type "A". A missing or invalid Processing Environment Type Code <b>will constitute</b> a file rejection.
<b>VALIDITY CHECKS</b>	Must be a valid type.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>PROCESSING SERVICE PROVIDER CSB ID - BRANCH ID</b>
<b>DEFINITION</b>	This element is the transit number identifying the branch within an institution acting as the processing service provider on behalf of the Canada Savings Bond Office. This element is used in conjunction with the element "Processing Service Provider CSB ID - Institution ID" to identify a specific branch within an institution.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 6 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Absence of this element <b>will constitute</b> a transaction rejection. This element must be a valid branch identifier for the associated institution. The identified branch must be "open", or cross referenced to an "open" branch.  Refer to Appendix "A", CSB Identification Number Description for more details.
<b>VALIDITY CHECKS</b>	Element must be "signed" numeric. Element is mandatory.
<b>CROSS-VALIDATIONS</b>	Refer to Appendix "A", CSB Identification Number Description.  If the Processing Service Provider is selected as the Delivery Destination for certificate shipments, this Processing Service Provider's Institution ID and Branch ID must be in the list of the valid Certificate Delivery Destinations identified with the Canada Savings Bond Office. If this validation fails, the transaction will be rejected back to the Agent for correction and resubmission.





<b>NAME</b>	<b>PRODUCT PURCHASE AMOUNT</b>
<b>DEFINITION</b>	A data element that identifies the total purchase value for a requested product/loan variation within a product type.
<b>REFERENCE</b>	This element is contained in Logical Record Type "F".
<b>CONTENT</b>	This is a 15 digit numeric field, where: 13 digits are for dollars 2 digits are for cents
<b>REQUIREMENTS</b>	This element is mandatory for Logical Record Type "F". A missing Product Purchase Amount <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be "signed" numeric. Must be formatted as above.
<b>CROSS-VALIDATIONS</b>	The Product Purchase Amount is validated as follows:  The amount must equal: <ul style="list-style-type: none"><li>- the total value of all Logical Record Types "G" having the same Product Sequence Number, where:</li><li>- the total value for each Logical Record Type "G" is derived by multiplying the Denomination Value by the Denomination Count.</li></ul>

<b>NAME</b>	<b>PRODUCT SEQUENCE NUMBER</b>
<b>DEFINITION</b>	A control data element used to identify an occurrence of a product/loan variation and the denomination pieces and value requested for the specified product /loan variation.
<b>REFERENCE</b>	This element is contained in Logical Record Types “F” and “G”.
<b>CONTENT</b>	This element is 2 digit “signed” numeric field. The first Product Sequence Number for a registered owner must be “01” in Logical Record Type “F” and increments by 1 for each additional Logical Record “F” created for the purchase transaction.
<b>REQUIREMENTS</b>	This element is mandatory for Logical Record Types “F” and “G”. A missing or invalid Product Sequence Number <b>will constitute</b> a file reject.
<b>VALIDITY CHECKS</b>	Must be “signed” numeric. Must be “01” on first Logical Record Type “F” for Purchase Number (transaction) and increment by 1 for each additional Logical Record Type “F”.
<b>CROSS-VALIDATIONS</b>	Must have at least one corresponding Logical Record Type “G”.

<b>NAME</b>	<b>PROVINCE/ STATE CODE</b>
<b>DEFINITION</b>	A data element used to identify the province or territory (for Canadian addresses) and state (for United States).
<b>REFERENCE</b>	This element is contained in Logical Record Types “B” and “E”.
<b>CONTENT</b>	This element is a 2 character alphanumeric field.
<b>REQUIREMENTS</b>	This field should contain the standard 2 character post office standard.
<b>VALIDITY CHECKS</b>	Must be valid code as per Canada Post Standards.
<b>CROSS-VALIDATIONS</b>	<p>This element is validated to the Country Code, where:</p> <ul style="list-style-type: none"><li>- The Country Code is “blank” or “CA”, the Province/State Code is mandatory and must be a valid Province Code.</li><li>- The Country Code is “US”, the Province State/Code is mandatory and must be a valid State Code.</li><li>- The Country Code is not “blank”, “CA” or “US” the Province/State Code is not validated.</li></ul> <p>Logical Record “B” provided to the Canada Savings Bond Office: Failure to pass the above validations <b>will constitute</b> a transaction rejection. The initial transaction rejection will be investigated by a Customer Service Representative and corrected. If the error cannot be corrected the transaction will be rejected to the Agent/FI for resubmission.</p>

<b>NAME</b>	<b>PURCHASE AMOUNT</b>
<b>DEFINITION</b>	A data element used to identify the total purchase amount of the purchase transaction.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This is a 15 digit numeric field, where: 13 digits are for dollars 2 digits are for cents
<b>REQUIREMENTS</b>	This is a mandatory field. A missing or invalid Purchase Amount <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be numeric and formatted correctly.
<b>CROSS-VALIDATIONS</b>	Must equal the sum of the Product Purchase Amount value specified on all Logical Record Types "F" having the same purchase number. An out-of-balance transaction will be rejected to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>PURCHASE DATE</b>
<b>DEFINITION</b>	Data element used to identify the date that the customer requested the purchase at the Sales Agent.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 10 character alphanumeric field. Format is "YYYY-MM-DD".
<b>REQUIREMENTS</b>	This element must be a date within the predetermined Sales Period for the product purchased. This date must be equal to, or prior to the processing date of the incoming file.  A missing or invalid Purchase Date <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be valid date format. Must be within defined Sales Period
<b>CROSS-VALIDATIONS</b>	None.

**NAME**            **PURCHASE METHOD**

**DEFINITION**            A data element to identify the purchase method selected by the customer. This element will also be used to determine if the purchase transaction is commissionable or non-commissionable.

**REFERENCE**            This element is contained in Logical Record Type "B".

**CONTENT**            This element is a 2 character alphanumeric field, as follows:  
                              "01" Cash

**REQUIREMENTS**      This element is mandatory. A missing or invalid Purchase Method **will constitute** a transaction rejection back to the Agent/FI for resubmission.

The only valid purchase method is "01" cash.

**VALIDITY CHECKS**            Must be a valid type.

**CROSS-VALIDATIONS**        None.

<b>NAME</b>	<b>PURCHASE NUMBER</b>
<b>DEFINITION</b>	A data element used to uniquely identify a purchase transaction. Also used as a control element to identify all records for a purchase transaction.
<b>REFERENCE</b>	This element is contained in Logical Record Types "B", "C", "D", "E", "F" and "G".
<b>CONTENT</b>	This element is an 8 digit "signed" numeric field.
<b>REQUIREMENTS</b>	<p>This element is mandatory for records "B", "C", "D", "E", "F" and "G". A missing Purchase Number will constitute a transaction rejection back to the Agent/FI for resubmission. A duplicate Purchase Number will result in a file reject.</p> <p>This may be the pre-printed Application Number or it may be assigned electronically when creating the purchase file. This number must be unique for each purchase transaction on the purchase file.</p>
<b>VALIDITY CHECKS</b>	<p>Must be present. Must be numeric. Must be unique for Logical Record Type "B" within the file.</p>
<b>CROSS-VALIDATIONS</b>	Purchase Number on record "B" must be identical on each related record "C", "D", "E", "F" and "G".

<b>NAME</b>	<b>REGISTRATION IDENTIFIER</b>
<b>DEFINITION</b>	This element is the unique identifier assigned by the Canada Savings Bond Office to each Registration.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 10 digit "signed" numeric field.
<b>REQUIREMENTS</b>	Absence of this element <b>will not constitute</b> rejection of a transaction. This element should be captured when provided by the customer.
<b>VALIDITY CHECKS</b>	This element is validated to a Modulus 11 algorithm. Refer to Appendix "C" for further details.
<b>CROSS-VALIDATIONS</b>	None.



**NAME**                      **REGISTRATION LINE 1**

**DEFINITION**            A data element used to provide the first line of registration name(s). For individual registration this will consist of first name and optionally the middle initials or middle name(s) of the registered owner.

**REFERENCE**              This element is contained in Logical Record Type "B".

**NOTE:** The instructions for selling and processing CPBs (S42) are accessible through the Canada Savings Bond website at <http://www.csb.gc.ca/fis/selling-and-processing-s42/>

**CONTENT**                This element is a 40 character alphanumeric field.

For individual registrations, Registration Line 1 will consist of the sub-fields below, except for situations where a bond owner has only one name: in such exceptional cases, the bond owner's name is provided on Registration Line 2.

Sub-fields for Line 1:

- First Name, if provided.  
The First Name may include apostrophes and hyphens, but not titles (e.g., MR, MRS, DR.)
- if **Middle Name(s)** is (are) also provided, there must be a space between each word: the Middle Name(s) must be preceded by a space to separate it (them) from the First Name (e.g., "John David James")
- if **Initial(s)** is (are) provided as middle initials, no space is required between the initial(s), but the initial(s) must be preceded by a space to separate it (them) from the First Name (e.g. "John DJ")
- **Initial(s)** at the beginning of the registration must be followed by a space to separate from the following middle name(s) (e.g. "DJ John")

For **Co-owners with Survivor registrations**, Registration Line 1 may include apostrophes and hyphens, but not titles (e.g., MR, MRS, DR.)

**REQUIREMENTS**        This field is mandatory for registration type Co-owners With Survivor "21" but not Individual, "00". An invalid First Name, Middle Initial/Name **will constitute** a transaction rejection. The initial transaction rejection will be investigated by a Customer Service Representative and corrected. If the error cannot be corrected, the transaction will be rejected to the Agent/FI for resubmission. The absence of data in both registration lines 1 and 2 **will constitute** a transaction rejection for resubmission by the Agent/FI.



<b>NAME</b>	<b>REGISTRATION LINE 2</b>
<b>DEFINITION</b>	A data element used to provide the second line of registration name(s). For individual registrations this will consist of the Last Name of the registered owner.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 40 character alphanumeric field.
<b>REQUIREMENTS</b>	<p>This field is mandatory for Individual registrations: for Co-owners With Survivor registrations this is a continuation of Registration Line 1, when required. A missing or invalid Registration Line 2 for an individual registration <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission. The absence of data in both registration lines 1 and 2 <b>will constitute</b> a transaction rejection for resubmission by the Agent/FI.</p> <p>Registrations which do not conform to registration rules provided in the Instructions for Selling and Processing (S42) at <a href="http://www.csb.gc.ca/fis/selling-and-processing-s42/">http://www.csb.gc.ca/fis/selling-and-processing-s42/</a> may constitute transaction rejection.</p> <p>When the complete last word will not fit on this line move the entire word to the beginning of the next line, except as indicated below.</p> <p>For individual registrations:</p> <p>This element must contain the <b>Last Name</b> of the registered owner.</p> <p>The Last Name sub-field may include apostrophes, hyphens and elements such as Junior, JNR, JR, Senior, SNR, SR.</p> <p>For Co-owners With Survivor registration type, this element may include apostrophes and hyphens, but not titles (e.g., MR, MRS, DR.) The ampersand symbol (&amp;) may be included in the registration when it is to separate individuals' names in a registration for Co-owners With Survivor.</p>
<b>VALIDITY CHECKS</b>	<p>When used for individual registrations:</p> <p>Last Name</p> <ul style="list-style-type: none"><li>- must be present</li><li>- must not contain special characters except as identified above.</li></ul>
<b>CROSS-VALIDATIONS</b>	Presence of data must be valid for Registration Type Code.

<b>NAME</b>	<b>REGISTRATION LINE 3</b>
<b>DEFINITION</b>	A data element used to provide the third line of registration name(s).
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 40 character alphanumeric field.
<b>REQUIREMENTS</b>	This element is optional.  Registrations which do not conform to registration rules provided in the Instructions for Selling and Processing (S42) at <a href="http://www.csb.gc.ca/fis/selling-and-processing-s42/">http://www.csb.gc.ca/fis/selling-and-processing-s42/</a> may constitute transaction rejection to be investigated by a Customer Service Representative. If the error cannot be corrected, the transaction will be rejected to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Will be validated as part of the total registration.
<b>CROSS-VALIDATIONS</b>	Will be validated against the Registration Type Code as part of the total registration validation.

<b>NAME</b>	<b>REGISTRATION LINE 4</b>
<b>DEFINITION</b>	A data element used to provide the fourth line of registration name(s).
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 40 character alphanumeric field.
<b>REQUIREMENTS</b>	This element is optional.  Registrations which do not conform to registration rules provided in the Instructions for Selling and Processing (S42) at <a href="http://www.csb.gc.ca/fis/selling-and-processing-s42/">http://www.csb.gc.ca/fis/selling-and-processing-s42/</a> may constitute transaction rejection to be investigated by a Customer Service Representative. If the error cannot be corrected, the transaction will be rejected to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Will be validated as part of the total registration.
<b>CROSS-VALIDATIONS</b>	Will be validated against the Registration Type Code as part of the total registration validation.

<b>NAME</b>	<b>REGISTRATION TYPE CODE</b>
<b>DEFINITION</b>	A data element used to identify the type of registration of the debt purchase on the incoming file.
<b>REFERENCE</b>	This element is contained in Logical Record Type "B".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows:  "00" Individual "21" Co-Owners with Survivor
<b>REQUIREMENTS</b>	This is a mandatory element that aids the Canada Savings Bond Office processing of the file and ensures proper registration for certificated purchases and the correct validation of registrations and creation of parties.  An invalid or missing Registration Type Code <b>will constitute</b> a transaction rejection.
<b>VALIDITY CHECKS</b>	Must be a valid type.
<b>CROSS-VALIDATIONS</b>	This element is used to validate Registration Lines 1 through 4. Based on key words in the registration, the Registration Type Code is validated. Refer to Appendix "B", Registration Validations for more details.  Registration Type codes "00"and "21" are valid.

<b>NAME</b>	<b>RELATED CUSTOMER LANGUAGE PREFERENCE CODE</b>
<b>DEFINITION</b>	A data element used to identify the preferred language of the related customer purchaser and ensures that the proper official language is used on all customized correspondence and during telephone inquiries.
<b>REFERENCE</b>	This element is contained in Logical Record Type "E".
<b>CONTENT</b>	This element is a 2 character alphanumeric field, as follows:  "01" English "02" French
<b>REQUIREMENTS</b>	This is an optional data element: a missing or invalid related customer Language Preference Code <b>will not constitute</b> a transaction reject.
<b>VALIDITY CHECKS</b>	Must be a valid code.
<b>CROSS-VALIDATIONS</b>	None.

<b>NAME</b>	<b>RELATED CUSTOMER NAME LINE 1</b>
<b>DEFINITION</b>	A data element used to provide the first line of the Related Customer Name.
<b>REFERENCE</b>	This element is contained in Logical Record Type "E".
<b>CONTENT</b>	<p>This element is a 40 character alphanumeric field.</p> <p>For individual Related Customers, Name Line 1 will consist of the sub-fields below. Organizational purchasers will start the name of the organization on line 1 and use subsequent lines if additional space is required.</p> <p>Beginning with <b>First Name</b>, where:</p> <ul style="list-style-type: none"> <li>- <b>First Name(s)</b> if provided.</li> <li>- if <b>Middle Name(s)</b> is provided, it must have a space between word and be preceded by a space (to separate from the First e.g. "John David James")</li> <li>- If <b>Initial(s)</b> are provided, no space is required between the initials: where they are provided as middle initials, they must be preceded by a space, to separate from the First Name (e.g., "John DJ")</li> <li>- <b>Initial(s)</b> at the beginning of the name must be followed by a space, to separate from the following middle names (e.g., "DJ John")</li> </ul> <p>The First Name may include apostrophes and hyphens, but not titles (e.g., MR, MRS, DR)</p>
<b>REQUIREMENTS</b>	<p>This field is mandatory for all Related Customers, except in the case of individuals that do not have both a first name and a surname. In such exceptional cases, the name is put on the Related Customer Name Line 2. An invalid First Name, Middle Initial/Name <b>will constitute</b> a transaction rejection. The absence of data in all 3 related customer name lines <b>will also constitute</b> a transaction rejection. The initial transaction rejection will be investigated by a Customer Service Representative and corrected. If the error cannot be corrected the transaction will be rejected to the Agent/FI for resubmission.</p>

each  
name)



<b>NAME</b>	<b>RELATED CUSTOMER NAME LINE 1</b> (continued)
<b>VALIDITY CHECKS</b>	First Name
-	if only one word in name, place on Registration Line 2 as surname
-	may not contain special characters except as specified above
-	must not contain titles such as MRS, MR, DR, etc.
	Middle Name/Initials
-	must be alphanumeric
<b>CROSS-VALIDATIONS</b>	Format of data in this element is validated based on the Transaction Role Type Code and the Party Type Code.

<b>NAME</b>	<b>RELATED CUSTOMER NAME LINE 2</b>
<b>DEFINITION</b>	A data element used to provide the second line of the Related Customer Name. For Purchaser customers this will consist of the Last Name.
<b>REFERENCE</b>	This element is contained in Logical Record Type "E".
<b>CONTENT</b>	This element is a 40 character alphanumeric field.
<b>REQUIREMENTS</b>	For Purchasers:  This element must contain the Last Name of the Purchaser.  The Last Name sub-field may include apostrophes, hyphens and elements such as Junior, JNR, JR, Senior, SNR, SR.
<b>VALIDITY CHECKS</b>	Used when the Purchaser is not the registered bond owner:  Last Name - must be present - must not contain special characters except as identified above
<b>CROSS-VALIDATIONS</b>	Format of data in this element is valid based on the Transaction Role Type Code and Party Type Code.

<b>NAME</b>	<b>RELATED CUSTOMER NAME LINE 3</b>
<b>DEFINITION</b>	A data element used to provide the third line of the Related Customer Name. For Purchaser customers, if the Party Type Code is "01", individual, this will be blank.
<b>REFERENCE</b>	This element is contained in Logical Record Type "E".
<b>CONTENT</b>	This element is a 40 character alphanumeric field.
<b>REQUIREMENTS</b>	This field is optional. It may be used when the organization name does not fit in the first two lines.
<b>VALIDITY CHECKS</b>	Same as Related Customer Name Line 2.
<b>CROSS-VALIDATIONS</b>	Presence of data in this element is valid where the related customer is other than an individual purchaser (i.e., not Transaction Role Type Code "01" and Party Type Code "01").

<b>NAME</b>	<b>REMITTANCE REFERENCE NUMBER</b>
<b>DEFINITION</b>	A data element used to associate a purchase file with the remittance value forwarded to the Canada Savings Bond Office.
<b>REFERENCE</b>	This element is contained in Logical Record Type "A".
<b>CONTENT</b>	This element is a 9 digit "signed" numeric field. This is to be considered filler. Note that as this field is not validated at this time; if an alphanumeric filler is used, there will not be an error.
<b>REQUIREMENTS</b>	To be defined.
<b>VALIDITY CHECKS</b>	None at this time.
<b>CROSS-VALIDATIONS</b>	To be defined.

<b>NAME</b>	<b>SERIES IDENTIFER</b>
<b>DEFINITION</b>	A data element used to identify the series of the Debt Instrument Type being purchased.
<b>REFERENCE</b>	This element is contained in Logical Record Type "F".
<b>CONTENT</b>	This element is a 5 digit "signed" numeric field.
<b>REQUIREMENTS</b>	This element is mandatory for Logical Record Type "F". A missing or invalid series identifier <b>will constitute</b> a transaction rejection to the Agent/FI for resubmission.
<b>VALIDITY CHECKS</b>	Must be "signed" numeric. Must be valid series.
<b>CROSS-VALIDATIONS</b>	Must be valid Series Identifier for Debt Instrument Type. Must be valid Series Identifier for Debt Issue Date.

<b>NAME</b>	<b>SOCIAL INSURANCE NUMBER</b>
<b>DEFINITION</b>	A data element used to provide the Social Insurance Number of the registered owner.
<b>REFERENCE</b>	This element is contained in Logical Record Types "B" and "E".
<b>CONTENT</b>	This is a 9 digit "signed" numeric field.
<b>REQUIREMENTS</b>	<p>This data element is mandatory. The Income Tax Act requires that the Sales Agent obtain the SIN of the Registered Owner. This element must contain a valid Social Insurance Number.</p> <p>This data element is only optional when the registered owner has no SIN and the Registered Owner provides a DATE OF BIRTH to prove that he/she will be 18 years of age or younger as of the DEBT ISSUE DATE (Logical Record Type "F"). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.</p> <p style="text-align: center;">Validity of a SIN number is determined as follows: SIN = N1 N2 N3 N4 N5 N6 N7 N8 Ncd</p> <p>The modulus 10 method will be used. In this method, digits N2, N4, N6 and N8 are extracted to create a 4 digit number which is multiplied by 2. The resulting digits are added together to obtain the result (possibly 2 digits). The remaining digits, N1, N3, N5 and N7 are then added to the 2 digit result. Using the sum of step 3 &amp; 4, the unit's last digit is subtracted from 10 giving it a check digit -Ncd.</p> <p><u>Example</u></p> <p>SIN = 434890356</p> <ol style="list-style-type: none"><li>1. <math>3805 \times 2 = 7610</math></li><li>2. <math>7 + 6 + 1 + 0 = 14</math></li><li>3. <math>4 + 4 + 9 + 3 = 20</math></li><li>4. <math>14 + 20 = 34</math></li><li>5. <math>10 - 4 = 6</math></li></ol> <p>A transaction will be rejected if the Social Insurance Number in the "B" record it is deemed to be an invalid Number.</p> <p>A missing Social Insurance Number in the Logical Record Type "B" record will not constitute a transaction rejection when the Date of Birth is 18 years of age or younger as of the DEBT ISSUE DATE (Logical Record Type "F").</p>
<b>VALIDITY CHECKS</b>	<p>Must be full 9 digits.</p> <p>Must be "signed" numeric.</p> <p>Must satisfy modulus 10 check.</p>
<b>CROSS VALIDATION</b>	This element is mandatory when the registered owner (Logical Record Type "B") has no valid SOCIAL INSURANCE NUMBER,

the DATE OF BIRTH, must be 18 years of age or younger as of the DEBT ISSUE DATE (Logical Record Type "F"). If this validation fails, the transaction will be rejected back to the Agent/FI for correction and resubmission.

<b>NAME</b>	<b>TOTAL NUMBER OF TRANSACTIONS</b>
<b>DEFINITION</b>	A data element used as a control total. It is the total number of purchase transactions occurring in the file (i.e. number of "B" records).
<b>REFERENCE</b>	This element is contained in Logical Record Type "Z".
<b>CONTENT</b>	This element is a 10 digit "signed" numeric field.
<b>REQUIREMENTS</b>	<p>This element is mandatory. This field must be greater than zero and must equal the number of transactions encountered in a given purchase file.</p> <p>An invalid or missing Total Number of Transactions <b>will constitute</b> a file rejection.</p>
<b>VALIDITY CHECKS</b>	<p>Must be "signed" numeric. Must be greater than zero. Must balance as indicated above.</p>
<b>CROSS-VALIDATIONS</b>	None.



<b>NAME</b>	<b>TOTAL PURCHASE VALUE</b>
<b>DEFINITION</b>	A data element used as a control total. It is the total purchase value of holdings for a given file.
<b>REFERENCE</b>	This element is contained in Logical Record Type "Z".
<b>CONTENT</b>	This element is a 15 digit numeric field.
<b>REQUIREMENTS</b>	This element is mandatory. An invalid or missing Total Purchase Value <b>will constitute</b> a file rejection. This field must be greater than zero and must be the sum of Purchase Amounts found on all the Register Owner Detail, Logical Record Types "B".
<b>VALIDITY CHECKS</b>	Must be "signed" numeric. Must be greater than zero. Must balance as indicated above.
<b>CROSS-VALIDATIONS</b>	Must be sum of purchase amounts found on Register Owner Detail Record "B".

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<b>NAME</b>	<b>TRANSACTION ROLE TYPE CODE</b>
<b>DEFINITION</b>	This element defines the type of related customer record and how the record relates to the transaction.
<b>REFERENCE</b>	This element is contained in Logical Record Type "E".
<b>CONTENT</b>	This element is a 2 character alphanumeric field.
<b>REQUIREMENTS</b>	The following are the valid codes for this field: "01" Purchaser  Do not provide an "E" record for a purchaser if the purchaser is the same individual as the bond owner.  Do not provide an "E" record with two or more individuals as the purchaser.
<b>VALIDITY CHECKS</b>	Must be a valid code.
<b>CROSS-VALIDATIONS</b>	This field must be provided when a Logical Record Type "E" is created.

**Canada Savings Bonds  
Obligations d'épargne du Canada**

**PURCHASE FILE SPECIFICATIONS**

**DATA ELEMENT DICTIONARY**

**APPENDICES**

## **APPENDIX A - CSB IDENTIFICATION DESCRIPTION**

The CSB Identification (ID) Number is a Canadian Payments Association (CPA) transit number or a Canada Savings Bond Office allocated Organization and Organization Unit Canada Savings Bond ID Number. This number is used to identify individual branches; therefore, it is extremely important that the CSB ID Number be used correctly at all times. This number is also used to identify the file originator for the purchase application file.

The structure of this number changed as of 1996 for the use in Canada Savings Bond Office file specifications. Instead of one numeric field there are two numeric fields that must be used together to identify the institution and branch within the institution. In addition, each field has increased in size by one digit over the current size to allow for further assignment of Canada Savings Bond Office Organization and Organization Unit CSB ID Numbers.

The same number structure will be used to identify other organizations such as file originators that are service bureaux. The identification numbers were assigned in 1996 to replace the current file originator numbers previously designated by the Canada Savings Bond Office.

The format of the Institution Identifier is a 5 digit number consisting of the current 4 digit number assigned by the CPA, right justified and zero filled.

In all cases the Branch Identifier is a 6 digit number. For CPA assigned transit numbers this will be the 5 digit number, right justified and zero filled.

### Validation Checks

#### Institution Identifier

- must be present
- right justified
- except for originator identifier and direct deposit CSBs IDs, must be an authorized CSB Sales Agent or Processing Service Provider
- must be "active"

#### Branch Identifier

- right justified
- must be numeric
- must be "open" or cross-referenced to an "open" branch

## APPENDIX B - REGISTRATION VALIDATION

### General

Registrations are validated for format and content based on the Registration Type Code. Valid forms of registration are provided in the Instructions for Selling and Processing (S42) at <http://www.csb.qc.ca/fis/selling-and-processing-s42/>. The S42 also contains the French equivalent of the key words.

The registration is validated using the Registration Type Code and key words.

### Registration Type "00", Individual

#### Registration Validation

**Key Words** No specific key words are used to validate the registration. However, individual Registrations must not contain titles such as, MRS, MR, MS etc. in Registration Line 1. On Registration Line 2, the Last Name is permitted to contain elements such as Junior, JR, JNR, Senior, SR, SNR.

**Validation** Registration Line 1 contains the First Name followed (optionally) by Middle Name(s) and/or Middle Initials.  
(Note: When Registration Line begins with initials this will be placed in the first name field).

Registration Line 2 must contain the Last Name. If only one name is provided for the customer, place it in Registration Line 2 as the Last Name.

### Registration Type "21", Co-owner Registration

#### Registration Validation

**Key Words** Must contain the following key word: "and", "and survivor",

**Validation** Co-owner Registrations must contain two or more registered owners separated by the key word "and" and followed by the key words "and survivor" or "& survivor".

APPENDIX C - REGISTRATION IDENTIFIER VALIDATION

Modulus 11

Modulus 11 detects single digit errors, single transpositions and double transpositions. It uses a weighted check factor for each digit in the basic number. The weighting factor is assigned in the following order, starting with the unit's position, that is, from right to left.

2 3 4 5 6 7 2 3 4 5 6 7 2 3 4 5 6 7 2 3 4..... (and so on)

1. Apply these digits to each digit in the basic number, reading the basic number from right to left. The check digit is calculated by first multiplying each digit in the basic number by its weighting factor. The sum of these products is divided by 11. The check digit is the remainder subtracted from 11.
2. When there is a remainder of 0 or 1, the check digit will be set to 0.
3. The following example demonstrates how Modulus 11 works:

Assume a basic number	837265039
Checking factors	432765432
Add the products	$32 + 9 + 14 + 14 + 36 + 25 + 0 + 9 +$
	$18 = 157$
Divide by 11	$157 / 11 = 14$ remainder 3
Subtract remainder from 11	$11 - 3 = 8$
Check digit equals	8

4. Using the example above, an RDMS Registration Identifiers of 8372650398 will pass system verification. Any other variation, 837265039#, where “#” is a digit other than 8, will be rejected.