Pennsylvania
New Jersey
Delaware
Maryland

Implementation Guideline

For

Electronic Data Interchange

TRANSACTION SET

248

Write-off
Ver/Rel 004010

Table of Contents

Summary of Changes

April 5, 1999 Version 1.0	Initial release.
May 25, 1999 Version 1.1	Made changes for consistency with the 814 4010 changes: • BHT04: Clarified transaction creation date • Added PER02 (Customer Name) as an optional field. • Added Old Account Number • Added NJ Information • Added Notes Page
May 26, 1999 Version 1.2	• Corrected references to BHT02 (they had read BHT01) • Corrected usage rules for old LDC account number • Changed requirement for ESP account number to 2/1/2000
May 27, 1999 Version 2.0	Issued as FINAL for Version 4010 for Pennsylvania
June 8, 1999 Version 2.1	Added clarification for New Jersey on Conectiv's intention to utilize the 248 transaction.
June 29, 1999 Version 2.2	• Changed "EGS" to "ESP" and "EDC" to "LDC" throughout the guideline. Removed "NJ Definitions" and replaced it with "LDC Definitions" and "ESP Definitions" in the Notes section. • Added "How to use the implementation guideline" page. In addition, changed all headers to the true X12 definition. Also corrected the Table on Page 4 to reflect X12 definitions and added the words "X12 Structure" to the title on that page.
October 1, 1999 DRAFT Version 2.2b	Change Control #004: • Added to Notes section: "One customer account per 248" Additional changes: • Added Conectiv Delaware information • Moved NJ Notes to its own page • Changed "Supplier" to "ESP" in examples
November 4, 1999 Version 2.3	This is a FINAL version for Pennsylvania and New Jersey
December 1999 Version 2.3MD1	• Add Maryland use to document – the changes were added to the version 2.3 of the regional standards • Added Table of Contents • Added Data Dictionary
January 17, 2000 Version 2.3MD2	Clarified REF*45 is only used when LDC sending transaction.
April 7, 2000 Version 2.3MD3	Corrected table of contents Clarified use of old account number for MD Corrected data dictionary to show customer name in MD as 60 characters This transaction is considered FINAL for MD
June 26, 2000 Version 2.3MD4	Added Write Off Account (REF*X0) to TOC Added "balance" to Reinstatement Date description in Data Dictionary
September 10, 2000 Version 2.4	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (Conectiv only).
October 19, 2001 Version 2.4rev01	Incorporate Delaware Electric Coop (DEC) information for Delaware
January 9, 2002 Version 3.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware.
January 24, 2010 Version 3.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (no changes from January 9, 2002 release).

September 4, 2010 Version 3.0.1D	• Incorporate PA Change Control 060 (PA Admin/Cleanup Change Control)
February 28, 2011 Version 4.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware.
February 16, 2012 Version 4.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware. No changes since prior version.
March 8, 2013 Version 6	• Moving to v6.0 to align versions across all transaction sets • Cleaned up references to Allegheny and APS throughout document
March 17, 2014 Version 6.1	• Incorporate MD EDI Change Control 027 (PHI new CIS; changes to 248) • Incorporate NJ EDI Change Control Electric 031 (RECO removal from IG)

General Notes

Use:
- This transaction will be used by the billing party to notify the non-billing party that the billing party will no longer pursue collections on behalf of the non-billing party. It will also be used to cancel this notification, in essence reinstating the customer balance.
- This transaction only applies when NOT making the other party whole.

One Account per 248

One customer account per 248.

LDC Definitions:

The term LDC (Local Distribution Company) in this document refers to the utility. Each state may refer to the utility by a different acronym:
- EDC – Electric Distribution Company (Pennsylvania, Delaware)
- LDC – Local Distribution Company (New Jersey)
- EC – Electric Company (Maryland)

ESP Definitions:

The term ESP (Energy Service Provider) in this document refers to the supplier. Each state may refer to the supplier by a different acronym:
- EGS – Electric Generation Supplier (Pennsylvania)
- TPS – Third Party Supplier (New Jersey)
- ES – Electric Supplier (Delaware)
- ES – Electricity Supplier (Maryland)

New Jersey Notes

- In New Jersey, this transaction will only apply to companies that are maintaining the supplier balance. For companies not maintaining the supplier balance, they may optionally utilize this transaction.

Note: As of 6/8/99, this transaction will **NOT** be utilized by PSE&G. GPU and Delmarva plan to utilize it.

Note: Due to the implementation of the Customer Account Services Settlement in December 2001, this transaction is not used for any charges generated after 12/1/2001.
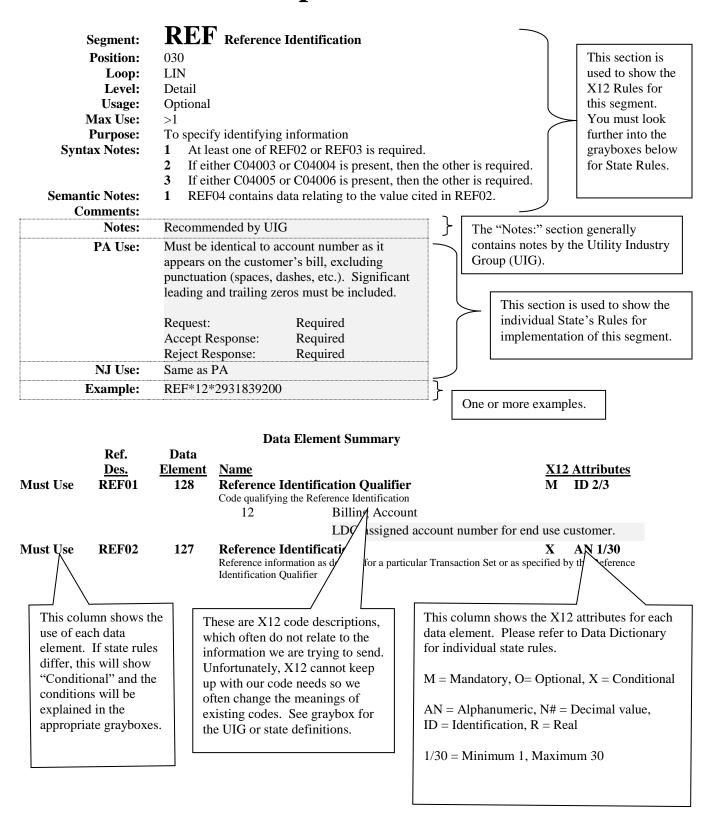
Delaware Notes

Rules: This transaction will apply for all companies since the utilities are maintaining the supplier balance, but are NOT making the other party whole.

Maryland Notes

This transaction will apply for all companies since the utilities are maintaining the supplier balance

How to Use the Implementation Guideline

Segment:	**REF** Reference Identification
Position:	030
Loop:	LIN
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify identifying information
Syntax Notes:	1 At least one of REF02 or REF03 is required.
	2 If either C04003 or C04004 is present, then the other is required.
	3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1 REF04 contains data relating to the value cited in REF02.
Comments:	

This section is used to show the X12 Rules for this segment. You must look further into the grayboxes below for State Rules.

Notes:	Recommended by UIG
PA Use:	Must be identical to account number as it appears on the customer's bill, excluding punctuation (spaces, dashes, etc.). Significant leading and trailing zeros must be included.
	Request: Required
	Accept Response: Required
	Reject Response: Required
NJ Use:	Same as PA
Example:	REF*12*2931839200

The "Notes:" section generally contains notes by the Utility Industry Group (UIG).

This section is used to show the individual State's Rules for implementation of this segment.

One or more examples.

Data Element Summary

	Ref. Des.	Data Element	Name	X12 Attributes
Must Use	**REF01**	**128**	**Reference Identification Qualifier**	**M ID 2/3**
			Code qualifying the Reference Identification	
			12 Billing Account	
			LDC assigned account number for end use customer.	
Must Use	**REF02**	**127**	**Reference Identification**	**X AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

This column shows the use of each data element. If state rules differ, this will show "Conditional" and the conditions will be explained in the appropriate grayboxes.

These are X12 code descriptions, which often do not relate to the information we are trying to send. Unfortunately, X12 cannot keep up with our code needs so we often change the meanings of existing codes. See graybox for the UIG or state definitions.

This column shows the X12 attributes for each data element. Please refer to Data Dictionary for individual state rules.

M = Mandatory, O= Optional, X = Conditional

AN = Alphanumeric, N# = Decimal value, ID = Identification, R = Real

1/30 = Minimum 1, Maximum 30

248 Account Assignment/Inquiry and Service/Status
X12 Structure

Functional Group ID=SU

Heading:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BHT	Beginning of Hierarchical Transaction	M	1		
			LOOP ID - NM1			2	
Must Use	030	NM1	Individual or Organizational Name	M	1		n1

Detail:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - HL			>1	
Must Use	010	HL	Hierarchical Level	M	1		n2
Must Use	020	NM1	Individual or Organizational Name	M	1		n3
	060	REF	Reference Identification	O	>1		
	070	PER	Administrative Communications Contact	O	>1		
	110	BAL	Balance Detail	O	1		
			LOOP ID - DTP			>1	
	120	DTP	Date or Time or Period	O	1		
Must Use	180	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. The NM1 loop will contain only information pertaining to the Credit Grantor and the Agency.
2. The HL loop will contain parent-child (subordinate) data relationships pertaining to the debtor and/or any association to the debtor.
3. The NM1 segment will contain only information pertaining to the debtor and/or any subordinate association to the debtor.

Data Dictionary for 248 Write Off

Appl Field	Field Name	Description	EDI Segment	Loop/ Related EDI Qualifier	Data Type
1	Hierarchical Structure Code	This will always be code "0057".	BHT01 = **0057**		X(4)
2	Purpose Code	"01" = Cancellation: Used to reinstate a balance if the billing party resumes collection activities for the customer "22" = Information Copy: Used to notify the non-billing party that the billing party will no longer pursue collections for the customer	BHT02	BHT01 = **0057**	X(2)
3	Transaction Reference Number	Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time.	BHT03		X(30)
4	System Date	Date this transaction was generated from sender's application system. Format: CCYYMMDD	BHT04		9(8)
5	LDC Name	LDC's Name	NM103	NM1: NM101 = **8S** NM102 = **3**	X(35)
6	LDC Duns	LDC's DUNS Number or DUNS+4 Number	NM109	NM1: NM108 = **1** or **9**	X(13)
7	ESP Name	ESP's Name	NM103	NM1: NM101 = **SJ** NM102 = **3**	X(35)
8	ESP Duns	ESP's DUNS Number or DUNS+4 Number	NM109	NM108 = **1** or **9**	X(13)
9	Hierarchical ID Number	Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1".	HL01 = **1**		X(1)
10	Hierarchical Level Code	This will always be code 24 to represent the debtor customer.	HL03 = **24**	HL01 = **1**	X(2)
11	Debtor Customer	Customer Name as it appears on the Customer Bill	NM103	HL: NM101 = **D4** NM102 = **3**	X(35) Note: X(60) for MD
12	ESP Account Number	ESP Customer Account Number	REF02	HL: REF01 = **11**	X(30)
13	LDC Account Number	LDC Customer Account Number	REF02	HL: REF01 = **12**	X(30)
14	Old LDC Account Number	Previous LDC Customer Account Number	REF02	HL: REF01 = **45**	X(30)

15	Write-off Account Number	Account number assigned when an account is written off	REF02	HL: REF01 = **X0**	X(30)
16	Customer Telephone Number #1	Last Known Telephone Number for the customer	PER04	HL: PER01 = **IC** PER03 = **TE**	X(20)
17	Customer Telephone Number #2	Last Known Telephone Number for the customer	PER06	HL: PER01 = **IC** PER05 = **TE**	X(20)
18	Balance Written Off or Reinstated	Dollar amount that the billing party will no longer pursue collection activity for on behalf of the non-billing party. A negative amount signifies that the non-billing party has been overpaid and that they are responsible for reimbursing the customer.	BAL03	HL: BAL01 = **CD** BAL02 = **BD**	-9(9).99
19	Write-off Date	Date the amount was written off	DTP03	DTP01 = **630** DTP02 = **D8**	9(8)
20	Reinstatement Date	Used only with a cancellation to state the date that the account balance was reinstated.	DTP03	DTP01 = **584** DTP02 = **D8**	9(8)

Segment:	**ST** **Transaction Set Header**
Position:	010
Loop:	
Level:	Heading
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the start of a transaction set and to assign a control number
Syntax Notes:	
Semantic Notes:	**1** The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:	
PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	ST*248*000000001

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**ST01**	**143**	**Transaction Set Identifier Code**	**M**	**ID 3/3**

Code uniquely identifying a Transaction Set

    248   Account Assignment/Inquiry and Service/Status

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**ST02**	**329**	**Transaction Set Control Number**	**M**	**AN 4/9**

Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set

Segment:	**BHT** Beginning of Hierarchical Transaction
Position:	020
Loop:	
Level:	Heading
Usage:	Mandatory
Max Use:	1
Purpose:	To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time
Syntax Notes:	
Semantic Notes:	1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
	2 BHT04 is the date the transaction was created within the business application system.
	3 BHT05 is the time the transaction was created within the business application system.
Comments:	

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	BHT*0057*22*1234567890*19990226

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	**BHT01**	**1005**	**Hierarchical Structure Code**	**M**	**ID 4/4**
			Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set		
			0057 Supergroup, subgroup, member		
			Debtor Customer		
Must Use	**BHT02**	**353**	**Transaction Set Purpose Code**	**M**	**ID 2/2**
			Code identifying purpose of transaction set		
			01 Cancellation		
			Used to reinstate a balance if the billing party intends to resume collection activities for the customer.		
			22 Information Copy		
			Used to notify the non-billing party that the billing party will no longer pursue collections for this customer.		
Must Use	**BHT03**	**127**	**Reference Identification**	**O**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
			Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time.		
Must Use	**BHT04**	**373**	**Date**	**O**	**DT 8/8**
			Date (CCYYMMDD)		
			The transaction creation date – the date that the data was processed by the application system.		

Segment:	**NM1** Individual or Organizational Name (8S=LDC Name)	
Position:	030	
Loop:	NM1	
Level:	Heading	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To supply the full name of an individual or organizational entity	
Syntax Notes:	1	If either NM108 or NM109 is present, then the other is required.
	2	If NM111 is present, then NM110 is required.
Semantic Notes:	1	NM102 qualifies NM103.
Comments:	1	NM110 and NM111 further define the type of entity in NM101.

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	NM1*8S*3*LDC COMPANY*****1*007909411

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	NM101	98	**Entity Identifier Code**	M	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		
			8S Consumer Service Provider		
			LDC		
Must Use	NM102	1065	**Entity Type Qualifier**	M	ID 1/1
			Code qualifying the type of entity		
			3 Unknown		
Must Use	NM103	1035	**Name Last or Organization Name**	O	AN 1/35
			Individual last name or organizational name		
			LDC Company Name		
Must Use	NM108	66	**Identification Code Qualifier**	X	ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)		
			1 D-U-N-S Number, Dun & Bradstreet		
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix		
Must Use	NM109	67	**Identification Code**	X	AN 2/80
			Code identifying a party or other code		
			LDC D-U-N-S Number or D-U-N-S + 4 Number		

Segment:	**NM1** Individual or Organizational Name (SJ=ESP Name)	
Position:	030	
Loop:	NM1	
Level:	Heading	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To supply the full name of an individual or organizational entity	
Syntax Notes:	1	If either NM108 or NM109 is present, then the other is required.
	2	If NM111 is present, then NM110 is required.
Semantic Notes:	1	NM102 qualifies NM103.
Comments:	1	NM110 and NM111 further define the type of entity in NM101.

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	NM1*SJ*3*ESP COMPANY*****9*007909422ESP1

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	NM101	98	**Entity Identifier Code**	**M**	**ID 2/3**
			Code identifying an organizational entity, a physical location, property or an individual		
			SJ Service Provider		
			ESP		
Must Use	NM102	1065	**Entity Type Qualifier**	**M**	**ID 1/1**
			Code qualifying the type of entity		
			3 Unknown		
Must Use	NM103	1035	**Name Last or Organization Name**	**O**	**AN 1/35**
			Individual last name or organizational name		
			ESP Company Name		
Must Use	NM108	66	**Identification Code Qualifier**	**X**	**ID 1/2**
			Code designating the system/method of code structure used for Identification Code (67)		
			1 D-U-N-S Number, Dun & Bradstreet		
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix		
Must Use	NM109	67	**Identification Code**	**X**	**AN 2/80**
			Code identifying a party or other code		
			ESP D-U-N-S Number or D-U-N-S + 4 Number		

Segment:	**HL** Hierarchical Level
Position:	010
Loop:	HL
Level:	Detail
Usage:	Mandatory
Max Use:	1
Purpose:	To identify dependencies among and the content of hierarchically related groups of data segments
Syntax Notes:	
Semantic Notes:	
Comments:	**1** The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.

The HL segment defines a top-down/left-right ordered structure.

2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.

3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.

4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.

5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	HL*1**24

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**HL01**	**628**	**Hierarchical ID Number**	**M**	**AN 1/12**

A unique number assigned by the sender to identify a particular data segment in a hierarchical structure

Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1".

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**HL03**	**735**	**Hierarchical Level Code**	**M**	**ID 1/2**

Code defining the characteristic of a level in a hierarchical structure

24   Supergroup

Debtor Customer

Segment:	**NM1** Individual or Organizational Name (D4=Cutomer Name)	
Position:	020	
Loop:	HL	
Level:	Detail	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To supply the full name of an individual or organizational entity	
Syntax Notes:	1	If either NM108 or NM109 is present, then the other is required.
	2	If NM111 is present, then NM110 is required.
Semantic Notes:	1	NM102 qualifies NM103.
Comments:	1	NM110 and NM111 further define the type of entity in NM101.

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	NM1*D4*3*JOHN DOE

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	NM101	98	**Entity Identifier Code**	**M**	**ID 2/3**
			Code identifying an organizational entity, a physical location, property or an individual		
			D4　　　　Debtor Customer		
Must Use	NM102	1065	**Entity Type Qualifier**	**M**	**ID 1/1**
			Code qualifying the type of entity		
			3　　　　Unknown		
			The entity name is not segmented and will be transmitted in NM103 only.		
Must Use	NM103	1035	**Name Last or Organization Name**	**O**	**AN 1/35**
			Individual last name or organizational name		
			Customer Name as it appears on the Customer's bill		

Segment:	**REF** Reference Identification (11=ESP Account Number)	
Position:	060	
Loop:	HL	
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To specify identifying information	
Syntax Notes:	1	At least one of REF02 or REF03 is required.
	2	If either C04003 or C04004 is present, then the other is required.
	3	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	REF04 contains data relating to the value cited in REF02.
Comments:		

PA Use:	Required if it was previously provided to the LDC
NJ Use:	Same as PA
DE Use:	Same as PA
MD Use:	Same as PA
Example:	REF*11*1394959

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	REF01	128	**Reference Identification Qualifier**	M	ID 2/3
			Code qualifying the Reference Identification		
		11	Account Number		
			ESP-assigned account number for end use [debtor] customer.		
Must Use	REF02	127	**Reference Identification**	X	AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment:	**REF** Reference Identification (12=LDC Account Number)
Position:	060
Loop:	HL
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify identifying information
Syntax Notes:	1 At least one of REF02 or REF03 is required.
	2 If either C04003 or C04004 is present, then the other is required.
	3 If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1 REF04 contains data relating to the value cited in REF02.
Comments:	

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	REF*12*1234567890

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	REF01	128	**Reference Identification Qualifier**	**M**	**ID 2/3**
			Code qualifying the Reference Identification		

        12   Billing Account

LDC-assigned account number for end use [debtor] customer.
Note: Must be identical to account number as it appears on the Customer's Bill, excluding punctuation (spaces, dashes, etc.) Significant leading and trailing zeros must be included.

	Ref. Des.	Data Element	Name	Attributes	
Must Use	REF02	127	**Reference Identification**	**X**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment:	**REF** Reference Identification (45=LDC Old Account Number)	
Position:	060	
Loop:	HL	
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To specify identifying information	
Syntax Notes:	1	At least one of REF02 or REF03 is required.
	2	If either C04003 or C04004 is present, then the other is required.
	3	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	REF04 contains data relating to the value cited in REF02.
Comments:		

PA Use:	Required if the account number has changed within the last 60 days **Note:** Only used when LDC is sending this transaction.
NJ Use:	Required if the account number has changed within the last 60 days. **Note:** PSE&G will not provide old LDC Account Number.
DE Use:	Not Used
MD Use:	Not Used by BGE, PEPCO, or Delmarva. AP: Required if the account number has changed in the last 60 days.
Example:	REF*45*1235367812

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**REF01**	**128**	**Reference Identification Qualifier** Code qualifying the Reference Identification	**M**	**ID 2/3**
			45 Old Account Number		
			Previous LDC-assigned account number for end use [debtor] customer.		
Must Use	**REF02**	**127**	**Reference Identification** Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	**X**	**AN 1/30**

Segment:	**REF** Reference Identification (X0=Write off Account Number)	
Position:	060	
Loop:	HL	
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To specify identifying information	
Syntax Notes:	1	At least one of REF02 or REF03 is required.
	2	If either C04003 or C04004 is present, then the other is required.
	3	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	REF04 contains data relating to the value cited in REF02.
Comments:		
PA Use:	Optional	
NJ Use:	Optional	
DE Use:	Optional	
MD Use:	Optional	
Example:	REF*X0*155647897	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	REF01	128	**Reference Identification Qualifier**	M	ID 2/3
			Code qualifying the Reference Identification		
		X0	Debtor's Account		
			Write-off account number		
Must Use	REF02	127	**Reference Identification**	X	AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment: **PER** Administrative Communications Contact

Position:	070
Loop:	HL
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To identify a person or office to whom administrative communications should be directed
Syntax Notes:	1 If either PER03 or PER04 is present, then the other is required.
	2 If either PER05 or PER06 is present, then the other is required.
	3 If either PER07 or PER08 is present, then the other is required.
Semantic Notes:	
Comments:	
PA Use:	Required if available
NJ Use:	Required if available
DE Use:	Required if available
MD Use:	Required if available
Example:	PER*IC**TE*7175551111*TE*7175551112

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	PER01	366	**Contact Function Code**	M	ID 2/2
			Code identifying the major duty or responsibility of the person or group named		
			IC Information Contact		
Optional	PER02	93	**Name**	O	AN 1/60
			Free-form name		
Must Use	PER03	365	**Communication Number Qualifier**	X	ID 2/2
			Code identifying the type of communication number		
			TE Telephone		
Must Use	PER04	364	**Communication Number**	X	AN 1/80
			Complete communications number including country or area code when applicable		
			Last Known Customer Telephone Number #1		
Optional	PER05	365	**Communication Number Qualifier**	X	ID 2/2
			Code identifying the type of communication number		
			TE Telephone		
Optional	PER06	364	**Communication Number**	X	AN 1/80
			Complete communications number including country or area code when applicable		
			Last Known Customer Telephone Number #2		

Segment:	**BAL** Balance Detail
Position:	110
Loop:	HL
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To identify the specific monetary balances associated with a particular account
Syntax Notes:	
Semantic Notes:	
Comments:	

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Examples:	BAL*CD*BD*325.67
	BAL*CD*BD*-250.00

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	**BAL01**	**951**	**Balance Type Code**	**M**	**ID 1/2**

Code indicating the type of balance

CD	Cycle to Date

Denotes balance data associated with defined periods

	Ref. Des.	Data Element	Name		Attributes
Must Use	**BAL02**	**522**	**Amount Qualifier Code**	**M**	**ID 1/2**

Code to qualify amount

BD	Balance Due

	Ref. Des.	Data Element	Name		Attributes
Must Use	**BAL03**	**782**	**Monetary Amount**	**M**	**R 1/18**

Monetary amount

On an initial 248, this is the amount that the billing party will no longer pursue collections for.

On a cancellation 248, this is the same amount provided on the original 248 (do not reverse the signs).

A negative amount indicates that the non-billing party has been overpaid and is responsible for reimbursing the customer.

Segment:	**DTP** Date or Time or Period (630=Write off date)
Position:	120
Loop:	DTP
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify any or all of a date, a time, or a time period
Syntax Notes:	
Semantic Notes:	1 DTP02 is the date or time or period format that will appear in DTP03.
Comments:	
PA Use:	Required for an original 248 (BHT02 = 22). Not used for cancellation 248 (BHT02 = 01).
NJ Use:	Same as PA
DE Use:	Same as PA
MD Use:	Same as PA
Example:	DTP*630*D8*19990226

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	DTP01	374	**Date/Time Qualifier**	M	ID 3/3
			Code specifying type of date or time, or both date and time		
			630 Account Closed		
			Date the account was written off.		
Must Use	DTP02	1250	**Date Time Period Format Qualifier**	M	ID 2/3
			Code indicating the date format, time format, or date and time format		
			D8 Date Expressed in Format CCYYMMDD		
Must Use	DTP03	1251	**Date Time Period**	M	AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times		

Segment:	**DTP** Date or Time or Period (584=Reinstatement Date)	
Position:	120	
Loop:	DTP	
Level:	Detail	
Usage:	Optional	
Max Use:	1	
Purpose:	To specify any or all of a date, a time, or a time period	
Syntax Notes:		
Semantic Notes:	1 DTP02 is the date or time or period format that will appear in DTP03.	
Comments:		
PA Use:	Not used for an original 248 (BHT02 = 22).	
	Required for cancellation 248 (BHT02 = 01).	
NJ Use:	Same as PA	
DE Use:	Same as PA	
MD Use:	Same as PA	
Example:	DTP*584*D8*19990228	

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	**DTP01**	**374**	**Date/Time Qualifier**	**M**	**ID 3/3**
			Code specifying type of date or time, or both date and time		
			584 Reinstatement		
			Date the account balance was reinstated on behalf of the non-billing party.		
Must Use	**DTP02**	**1250**	**Date Time Period Format Qualifier**	**M**	**ID 2/3**
			Code indicating the date format, time format, or date and time format		
			D8 Date Expressed in Format CCYYMMDD		
Must Use	**DTP03**	**1251**	**Date Time Period**	**M**	**AN 1/35**
			Expression of a date, a time, or range of dates, times or dates and times		

Segment: **SE** **Transaction Set Trailer**
Position: 180
Loop:
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	SE*28*000000001

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	SE01	96	**Number of Included Segments**	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	**Transaction Set Control Number**	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	

Examples:

Example: Account Balance that is written off by the billing party.

X12 Data	Description
BHT*0057*22*1234567890*19990226	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of $325.67 is being written off
DTP*630*D8*19990226	Write off date

Example: Account Balance that is reinstated by the billing party.

X12 Data	Description
BHT*0057*01*33367890*19990228	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of $325.67 is being reinstated
DTP*584*D8*19990228	Reinstatement date

Example: Account balance that was overpaid by the customer, and for which the non-billing party needs to reimburse the customer.

X12 Data	Description
BHT*0057*22*43367890*19990228	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JANE SMITH	Customer Name
REF*11*234721890837	ESP Account Number
REF*12*612324990897	LDC Account Number
PER*IC**TE*8002223456	Customer Contact Telephone
BAL*CD*BD*-250.00	Indicates customer overpaid, non-billing party owes customer $250.00
DTP*630*D8*19990228	Write off date