Import File Specification – Batch Payment Format

This specification describes the technical requirements for batch payment files that can be used to upload multiple payment instructions to Triodos Bank's internet banking service using the Triodos Bank Batch Payment format.
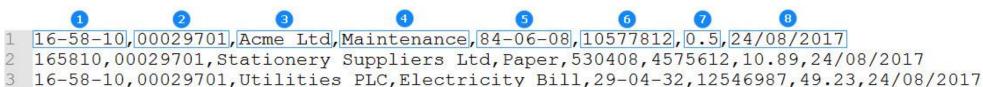
The file must meet the following specification:

- The file must not contain a header row
- The file must not contain any empty rows at the beginning
- Each payment record must be on a separate line
- Fields should not contain leading or trailing spaces
- Comma delimited values

Payment Record Structure

Field No.	Field Name	Mandatory?	Format	Character restrictions
1	Triodos Sort Code	Yes	00-00-00 or 000000	Numeric characters and '-' only
2	Triodos Account Number	Yes	12345678	Numeric characters only
3	Payee Account Name	No	N/A	Cannot contain the following characters ^ = < > – ' " ,
4	Payment Reference	No	N/A	Cannot contain the following characters ^ = < > – ' " ,
5	Payee Sort Code	Yes	00-00-00 or 000000	Numeric characters and '-' only
6	Payee Account Number	Yes	12345678	Numeric characters only
7	Payment Amount	Yes	10.00	Numeric characters and '.' only
8	Payment Date	Yes	dd/mm/yyyy	Numeric characters and '/' only

Example

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1  16-58-10,00029701,Acme Ltd,Maintenance,84-06-08,10577812,0.5,24/08/2017
2  165810,00029701,Stationery Suppliers Ltd,Paper,530408,4575612,10.89,24/08/2017
3  16-58-10,00029701,Utilities PLC,Electricity Bill,29-04-32,12546987,49.23,24/08/2017
4  165810,00029701,Phone Providers Ltd,Phone bill,796123,65325897,18.23,24/08/2017
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