Bulk Payment Transfer
Website
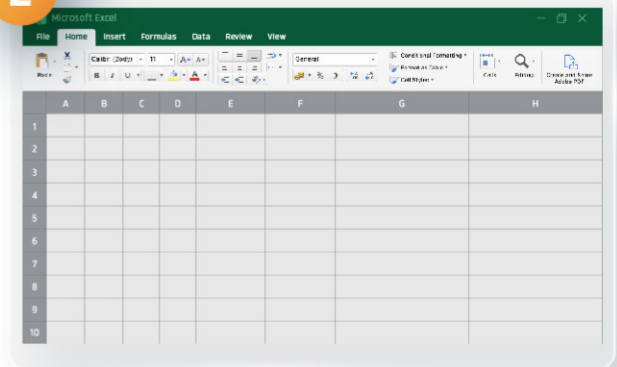
How to create the Bulk Payroll file
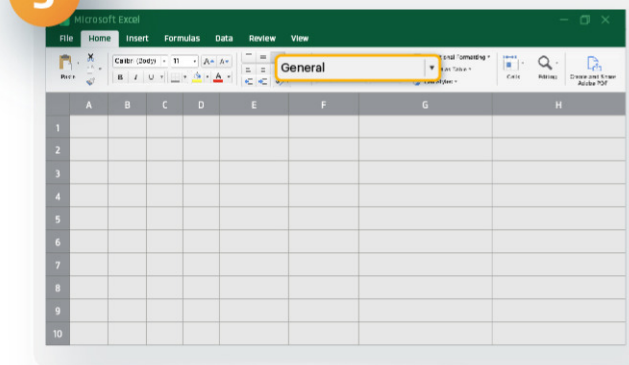
1

Start the Microsoft Excel program
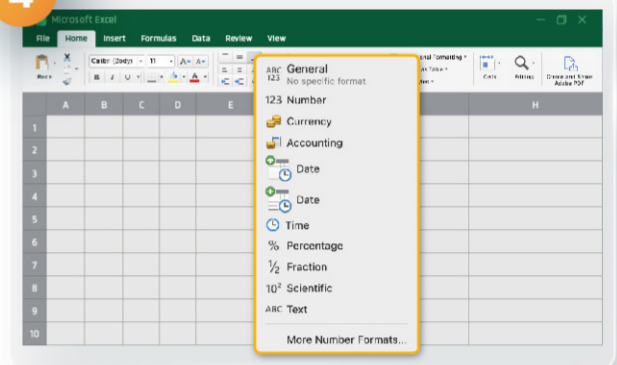
2

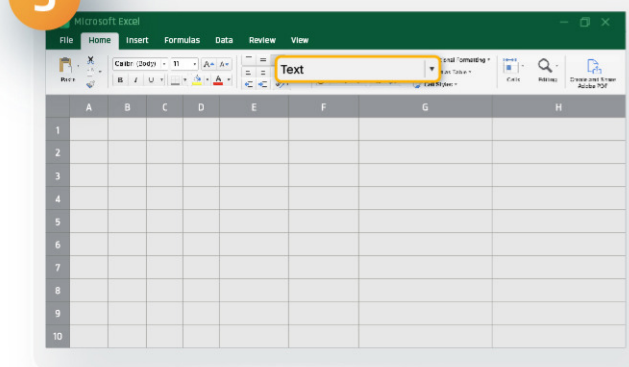**Set the file format as All Text for all columns**

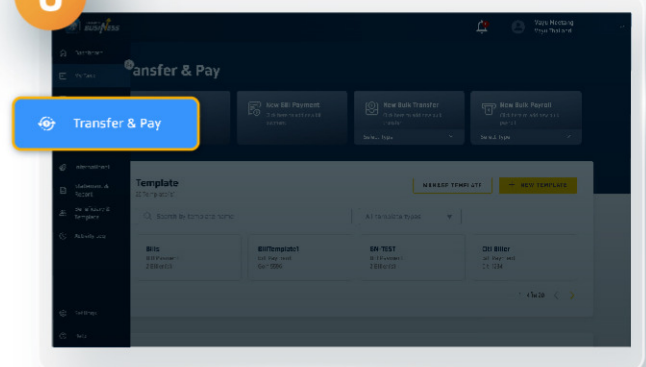**3**

Click General

4

All options will be displayed
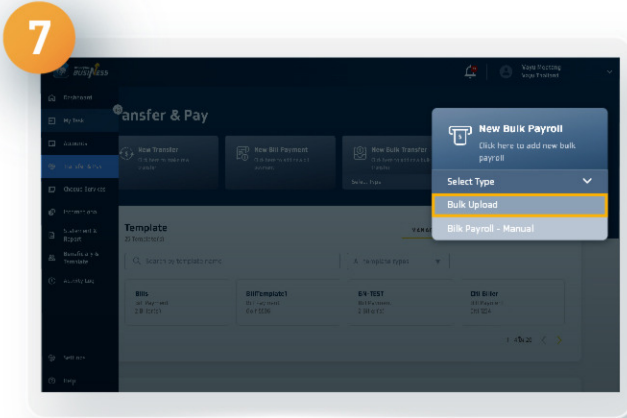
5

Select Text

6

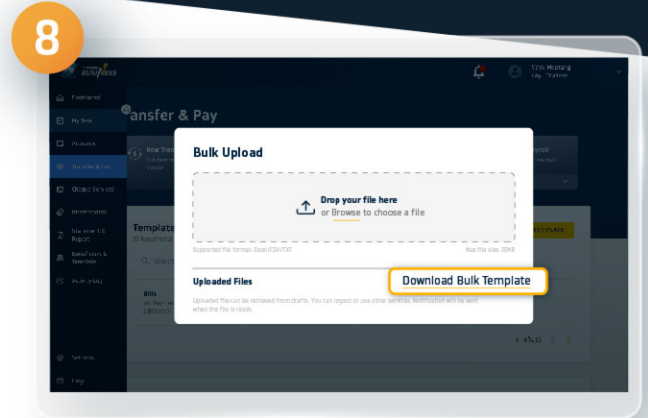**Enter the information in file according to Krungthai bank's layout**

(Which can be downloaded at Transfer & Pay menu)

Bulk Payment Transfer
Website

7 At the New Bulk Payroll
Select **Bulk upload**

8 Click the **Download Bulk Template**

9 The data will be sorted as follows

9.1 The information is sorted as follows

1 **The Header**
The information of the Header part which contains the payers's data and all other general information will be specified in Row 1 ONLY
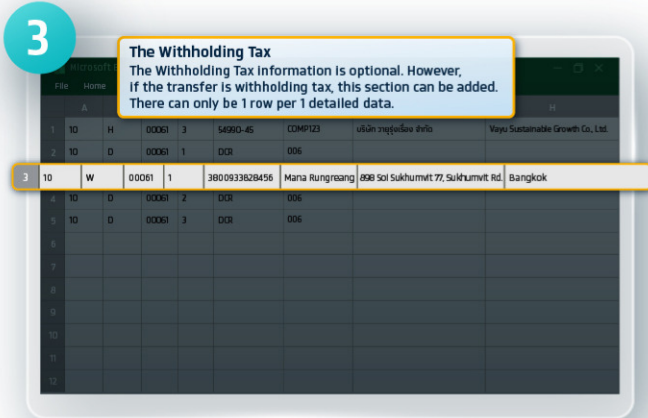
The information of the Header part which contains the payers's data and all other general information will be specified in Row 1 ONLY

2 **The Detail**
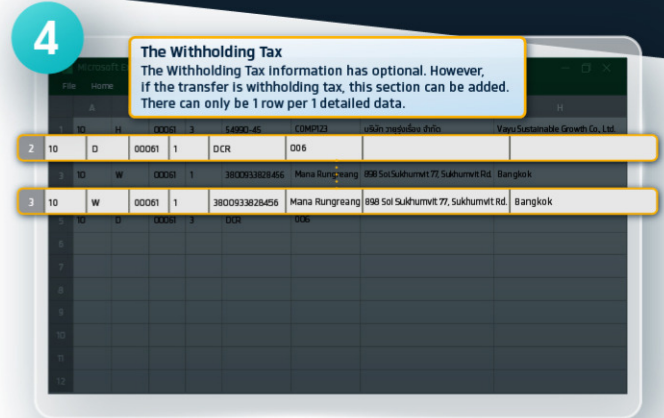The detail information is a payee details can be more than 1 row

The detail information is a payee details can be more than 1 row

3

The Withholding Tax
The Withholding Tax information is optional. However, if the transfer is withholding tax, this section can be added. There can only be 1 row per 1 detailed data.

|	A						H
1	10	H	00061	3	54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061	1	DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

The Withholding Tax information is optional

4

The Withholding Tax
The Withholding Tax information has optional. However, if the transfer is withholding tax, this section can be added. There can only be 1 row per 1 detailed data.

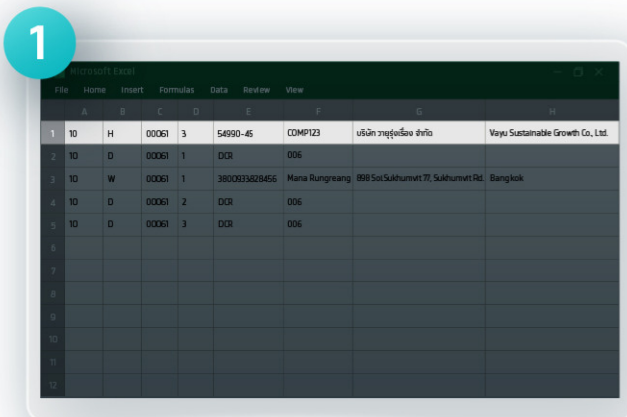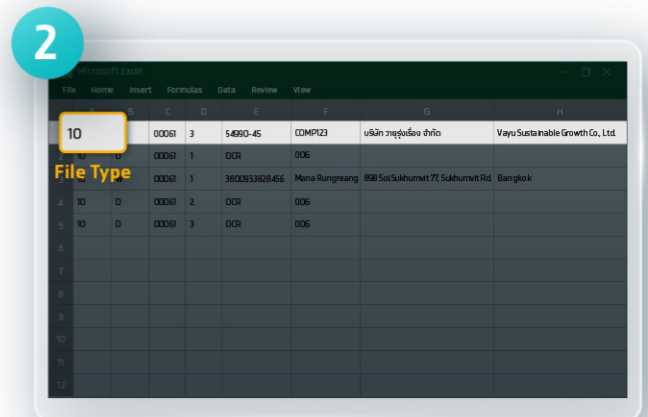|	A						H
1	10	H	00061	3	54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061	1	DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	1	DCR	006		

However, if the transfer has withholding tax, this section can be added. There can only be 1 row per 1 detailed data
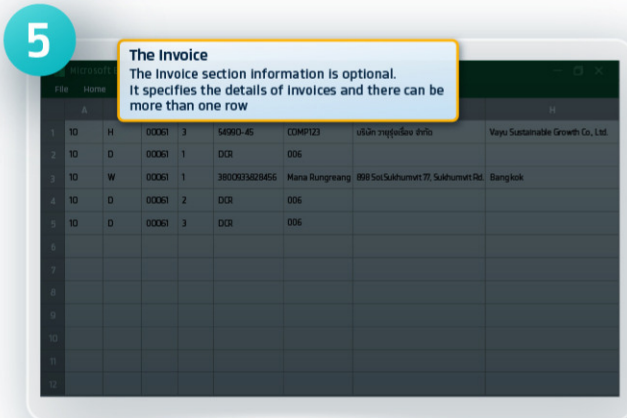
5

The Invoice
The Invoice section information is optional. It specifies the details of invoices and there can be more than one row

	A						H
1	10	H	00061	3	54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061	1	DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

The Invoice section information is optional. It specifies the details of invoices and there can be more than one row
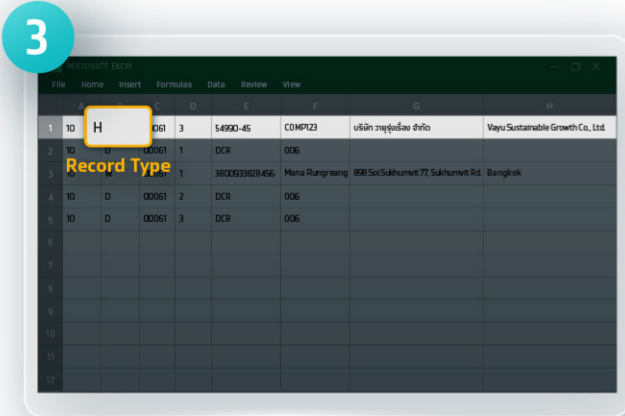
9.2 For the Header row

1

	A	B	C	D	E	F		H
1	10	H	00061	3	54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061	1	DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

The user must enter the payer's information as follows

2

	A	C	D	E	F	G	
1	**10**	00061	3	54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
	File Type	00061	1	DCR	006		
		00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006	
5	10	D	00061	3	DCR	006	

For File Type, enter 10

3

Krungthai BUSINESS

3

Record Type

For Record Type, at the Header, enter H

4
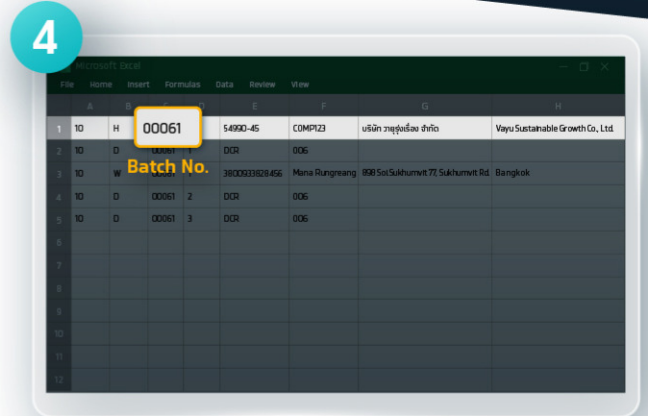
Batch No.

Batch No. can be defined as any number. It must be the same number as the entire file in the same column
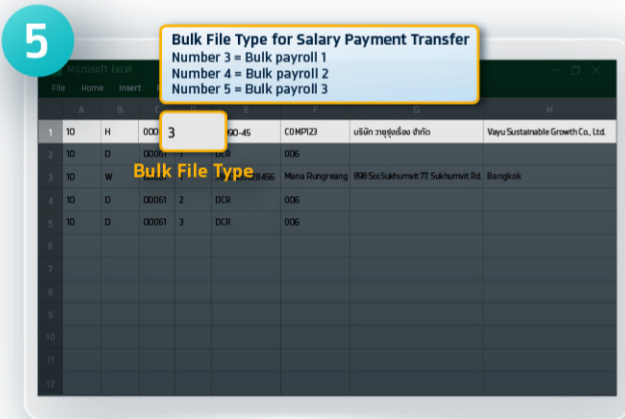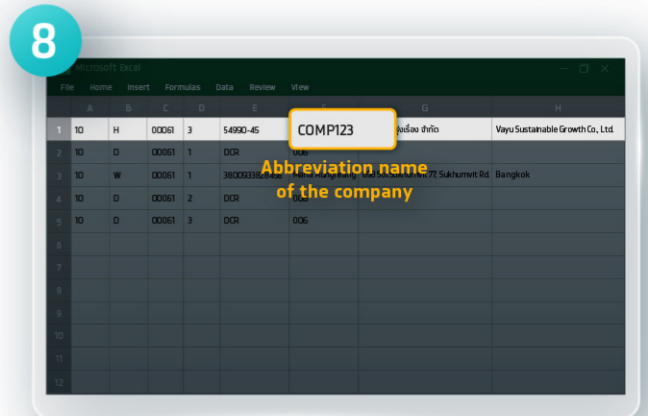
5

> **Bulk File Type for Salary Payment Transfer**
> Number 3 = Bulk payroll 1
> Number 4 = Bulk payroll 2
> Number 5 = Bulk payroll 3

Bulk File Type

Bulk File Type for Salary Payment Transfer

(Number 3 = Bulk payroll 1, Number 4 = Bulk payroll 2, Number 5 = Bulk payroll 3)

6

> **Bulk File Type transfers according to company's usage**
> Number 1 = The Batch service transfer
> Number 2 = The online money transfer will be effective immediately
> Number 6 = The online transfer services that can be different effective date and debit account on each transaction
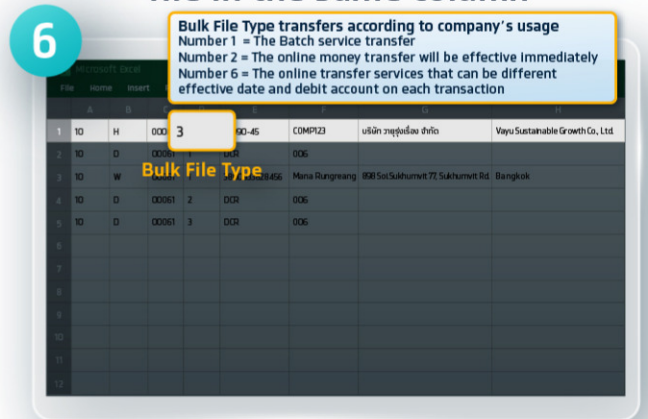
Bulk File Type

Bulk File Type transfers according to company's usage

(Number 1 The Batch service transfer, Number 2 The online money transfer will be effective immediately and Number 6 the online transfer services that can be different effective date and debit account on each transaction)

7

Customer Reference No.
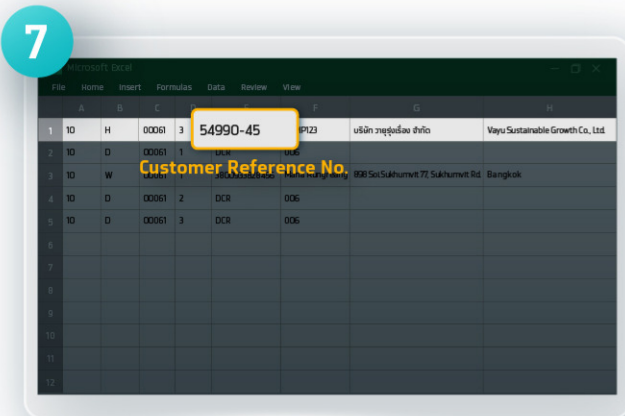
Customer Reference No. information is optional

8

Abbreviation name of the company

Enter the abbreviation name of the company

4

Krungthai BUSINESS

9

Enter the company's name in Thai

10

Enter the company's name in English.
(The user MUST enter the right name of the company especially for the BAHTNET service)

11

Fill in the company's address
By filling in number, the street, alley, floor and the room number

12

Province

13

District

14

Sub-District

15

Postal Code

Postal Code

16

13-digit taxpayer identification number

Enter a 13-digit taxpayer identification number

17

Social Security is optional

Entering Social Security is optional

18

Except the bulk file type 1
Fill in the 006 for transferring to Krungthai Bank

Sending Bank

Sending Bank for payroll transfers is optional

19

The bulk file type 6 Is not required

Fill in the effective date

Fill in the effective date of the transaction except the bulk file type 6

20

C = refers to the Direct Credit list
D = refers to Direct Debit, which will be available in the future

A Transaction Code

Enter C as a transaction code, C refers to the Direct Credit list and D refers to Direct Debit, which will be available in the future

6

The company ID

Enter all detail records in file

Fill in the net transfer amount of the detail records

Fill in the total lists of Withholding Tax records. If there is none, enter 0

Fill in the total amount of Withholding Tax records. If there is none, enter 0

Fill in the total number of invoices. If there is none, enter 0

Bulk Payment Transfer
Website

27

	Q	R	S	T	U	V	W	X	Z
1	23032022	C	VAYU000001	3	16900	1	600	0	
2	0010646663	23032022	02	OUR	0	0	0	600	4000	0
3	600	0	Pay Salary						
4	0010646663	23032022	02	OUR	0	0	0	0	0
5	0010646663	23032022	02	OUR	0	0	0	0	0

The total amount of invoices

**Fill in the total amount of invoices.
If there is none, enter 0**

28

leave blank from this column onwards

	Q	R	S	T	U	V	W	X	
1	23032022	C	VAYU000001	3	16900	1	600	0	
2	0010646663	23032022	02	OUR	0	0	0	600	4000	0
3	600	0	Pay Salary						
4	0010646663	23032022	02	OUR	0	0	0	0	0
5	0010646663	23032022	02	OUR	0	0	0	0	0

End the payment provider's information

**End the payment provider's information,
leave blank from this column onwards**

9.3 For the Detail row

1

	A	B	C	D	E	F	G	H
1	10	H	00061		54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061	1	DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

**Fill payee's details in each
column as follows**

2

	A	B	C	D	E	F	G	H
1	10		00061		54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10		00061	1	DCR	006		
3			00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

File Type

Always fill 10 in File Type column

3

	A	B	C	D	E	F	G	H
1	10		00061	3	54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061	1	DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

Record Type

Fill D in Record Type field

4

	A	B	C	D	E	F	G	H
1	10	H	00061		54990-45	COMP123	บริษัท วายุยั่งยืน จำกัด	Vayu Sustainable Growth Co., Ltd.
2	10	D	00061		DCR	006		
3	10	W	00061	1	3800933828456	Mana Rungreang	898 Soi Sukhumvit 77, Sukhumvit Rd.	Bangkok
4	10	D	00061	2	DCR	006		
5	10	D	00061	3	DCR	006		

Batch No.

**Batch No. field, enter a number
to match the Header**

Bulk Payment Transfer
Website

5

Payment Reference No.

Payment Reference No. field, specify the order of the list, where the numbers in each row are prohibited to be duplicated

6

These Bulk Service Types can only be used for Bulk File Type no. 1, 3, 4, and 5
PPND = PromptPay Next Day
DCR = Direct Credit
SMSD = SMART Same Day
SMND = SMART Next Day
BN = BAHTNET

Bulk Service Type

Bulk Service Type for Payroll
(PPND = PromptPay Next Day, DCR = Direct Credit, SMSD = SMART Same Day, SMND = SMART Next Day, BN = BAHTNET)

7

Bulk File Type no. 2 and 6
OWN = Own Account Transfer
3RD = 3rd Party Transfer
OBA = Other Bank Account
PPID = PromptPay Online

Bulk Service Type

Bulk File Type no. 2 and 6
(OWN = Own Account Transfer, 3RD = 3rd Party Transfer, OBA = Other Bank Account, PPID = PromptPay Online)

8

Transferring to Krungthai Bank
Specify 006

Payee's bank ID

Enter payee's bank ID. Specify 006 for transferring to Krungthai Bank

9

For other services besides OWN, 3RD and BN
They are not required

Payee's account branch code

Enter the payee's account branch code
(OWN = Own Account , 3RD = 3rd Party Transfer, BN = BAHTNET. For other services, they are not required)

10

Must be specified when transferring money with PPND or PPID
I if it's a taxpayer number
M if it's a mobile phone number

PromptPay Transfer

PromptPay Transfer, it must be specified when transferring money
(PPND = PromptPay Next Day or PPID = PromptPay Online. I if it's a taxpayer number and M if it's a mobile phone number)

Enter the payee's account number or PromptPay number in case of transferring with PromptPay Group Service

Enter the name of the payee. If the transaction is a BAHTNET service, specify the correct name of the payee in English

Specify the location number, street name, alley, floor, room number
(They are not required information)

Province

District

Sub-District

17

Postal Code

18

Withholding tax information.
If withholding tax is applied, specify Y.
If there is no detail, specify N

19

Enter the payer's account number
(Bulk File Type no. 1, 2, 3, 4 and 5, they must always be the same number, Bulk File Type no. 6, the payer's account can be specified differently)

20

Enter the effective date of the transaction
(Bulk File Type no. 1, 2, 3, 4 and 5, they must always be on the same date, Bulk File Type no. 6, different dates can be specified)

21

Service Types
**(For transferring payroll to a Krung Thai bank account, specify 02
For transferring payroll to another bank account, specify 01)**

22

Fee Payer
**(OUR = the payer is the one who pays the fee
BEN = the payee is the one who pays the fee)**

23

The total amount of all invoices

The total amount of all invoices under the same Detail section. Please specify 0 if there is no detail

24

Total VAT of all invoices

Total VAT of all invoices under the same Detail section. Please specify 0 if there is no detail

25

Specify as a percentage, such as 7 or 0

VAT

Specify VAT as a percentage, such as 7 or 0

26

The total of the Withholding Tax

The total of the Withholding Tax is under the same Detail section. Please specify 0 if there is no detail

27

Total amounts for tax calculation

Total amounts for tax calculation which is the sum of the balance before tax is calculated

(Invoice Amount Before Tax located in the Withholding Tax information section. Please specify 0 if there is no detail)

28

The total discount amount of all invoices

The total discount amount of all invoices under the same detail section. Please specify 0 if there is no detail

Bulk Payment Transfer
Website

29

Amounts remaining after VAT calculation and WHT deduction

3400	12445	mana@google.com	0889887787

Net transfer amounts

Net transfer amounts remaining after VAT calculation and WHT deduction

30

12445		.com	0889887787
5000		thamdee@google.com	0898876644
8500	12477	manit@google.com	0998787666

The referral code

Enter the referral code.
It is not a required detail

31

Must always be stated when the Withholding Tax

3400	12445	mana@google.com			
5000	12456				
8500	12477	manit@google.com	0998787666		

The payee's email address

Enter the payee's email address. This must always be stated when the Withholding Tax information is available

32

3400	12445	mana@google	0889887787		
5000	12456	thamd			
8500	12477	manit@google.com	0998787666		

Payee's mobile phone number

Payee's mobile phone number
is not a required detail

33

Leave blank from this column onwards

3400	12445	mana@google.com	0889887787		
5000	12456	thamdee@google.com	0898876644		
8500	12477	manit@google.com	0998787666		

Finish filling out the payee's information

Finish filling out the payee's information.
Leave blank from this column onwards

9.4 For the Withholding Tax row

1

If there is information of Withholding Tax, salary payment or other transfers

2

For File Type, enter 10

3

The Record Type for Withholding Tax, always type W

4

For Batch No. enter the same set of number as the Header

5

Enter the same set of information of salary payment

For Reference No., enter the same set of information of salary payment

6

Specify Tax Identification number of the payee

7

Enter name of payee

8

Enter all details of payee's address, specify the location number, street name, alley, floor and room number

9

Province

10

District

11

Sub-District

12

Postal code

13

The order no. of tax payer

Specifying the order no. of tax payer in the withholding tax form is optional

14

Specify the 4 types
1 = PND 1
3 = PND 2
4 = PND 3
7 = PND 53
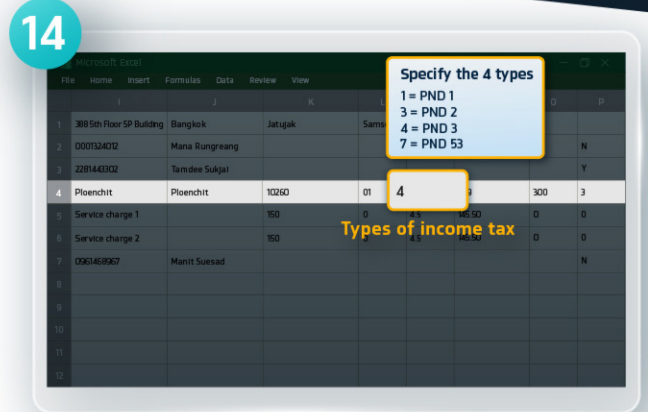
Types of income tax

Specify the 4 types of income tax as follows
(1 = PND1, 3 = PND2, 4 = PND3, 7 = PND53)

15

For further details
Look at Krungthai Business layout from WHT Income Type menu
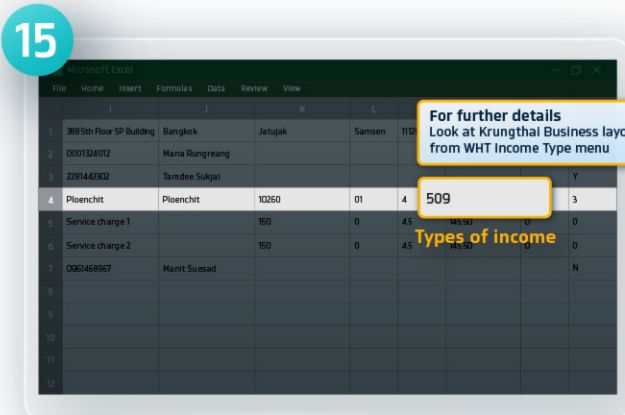
Types of income

Enter the types of income
(Can look at Krungthai Business layout from WHT Income Type menu)

16

The total amount of money before tax calculation

Enter the total amount of money before tax calculation

17
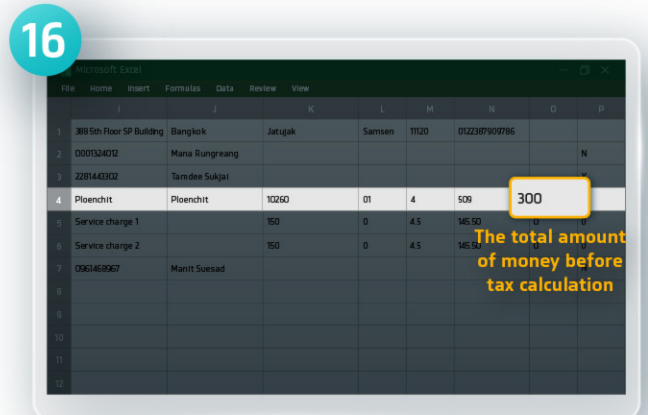
Such as 3 or 5 percent

The percentage of withholding tax
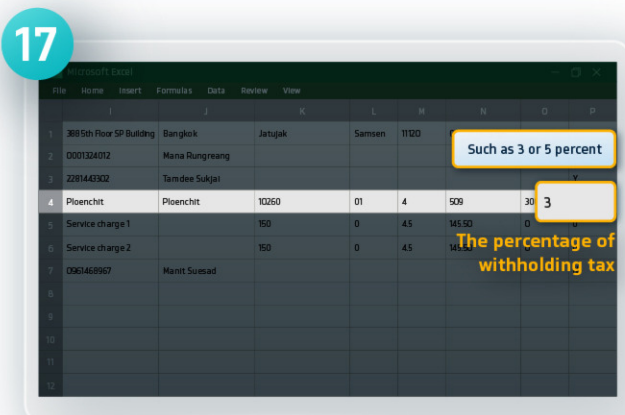
Enter the percentage of withholding tax such as 3 or 5 percent
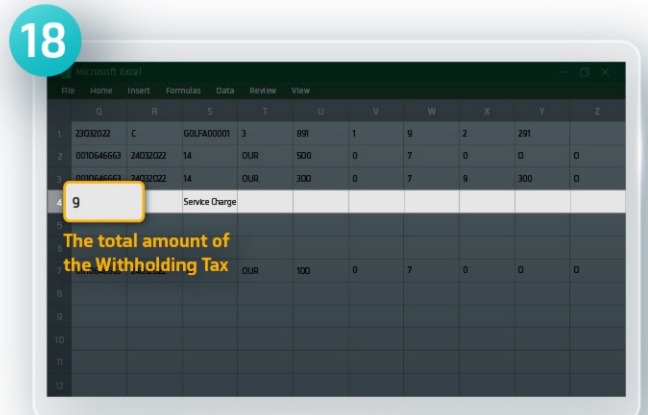
18

The total amount of the Withholding Tax

Enter the total amount of the Withholding Tax

19
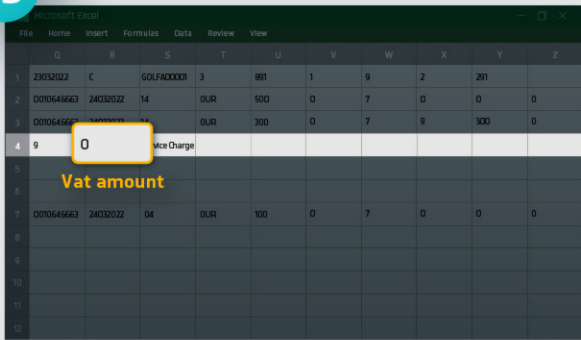
Vat amount

If there is no Vat amount, Enter 0

20

Service Charge

The details of Withholding Tax is optional
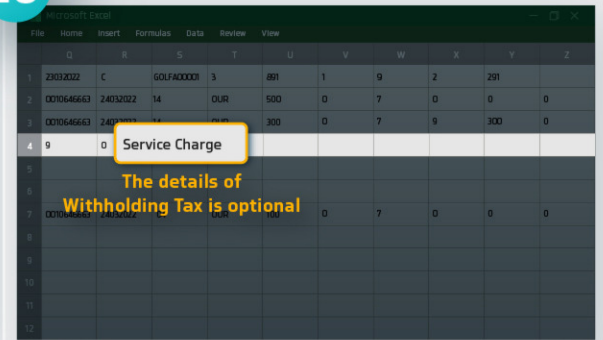
Specifying the details of Withholding Tax is optional

21

The same set of information as no. 15 – 20, the maximum is 5 types

Which will be applied for more than 1 list of Withholding Tax
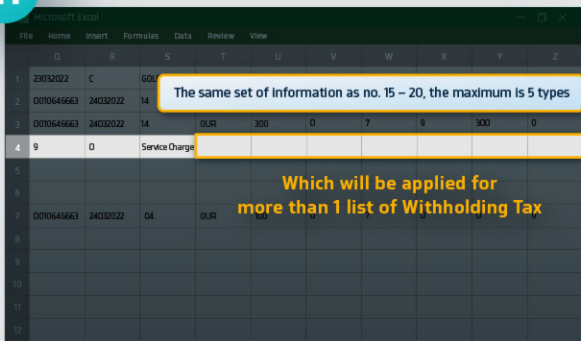
Column T-AQ the same set of information as no. 15 – 20
(Will be applied for more than 1 list of Withholding Tax, the maximum list of Withholding Tax is 5 types of income)

22

The total amount before tax calculation
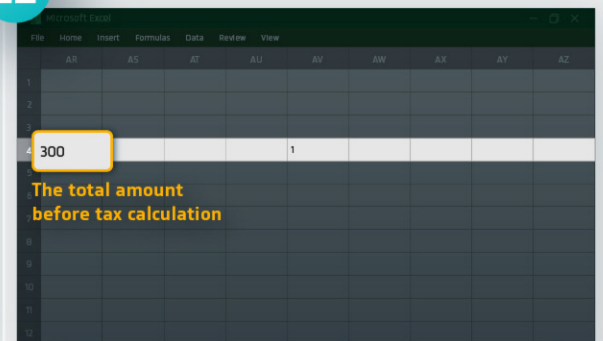
Enter the total amount before tax calculation of all income types

23

The total amount of withholding tax
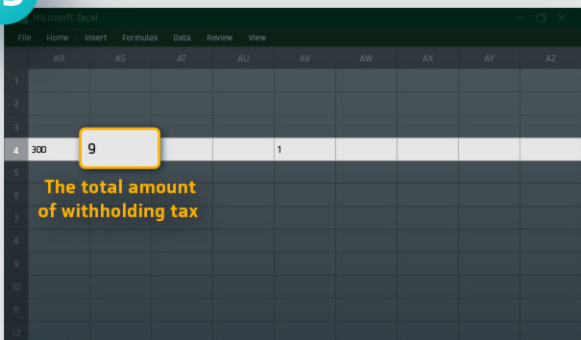
Enter the total amount of withholding tax of all income types

24

Shown as the Book No. of the Withholding Tax certificate

Specifying number (Book No.)
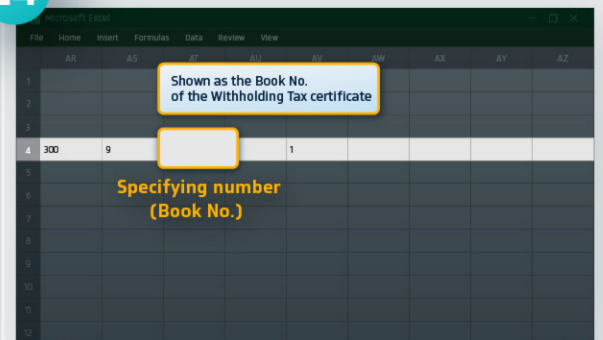
Specifying number to be shown as the Book No. of the Withholding Tax certificate is optional

Krungthai **BUSINESS**

25

Shown as the number
of the Withholding Tax certificate

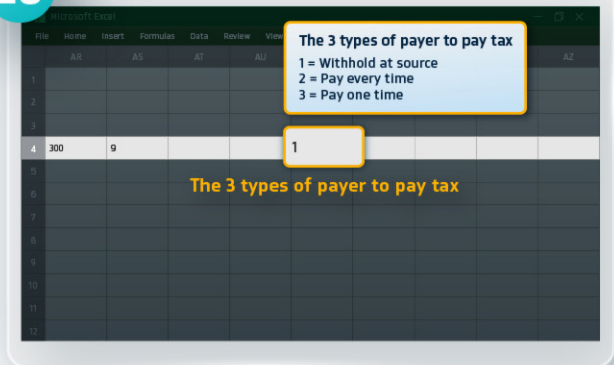|	AR	AS	AT	AU	AV	AW	AX	AY	AZ
4	300	9							

Specifying number
(Number)
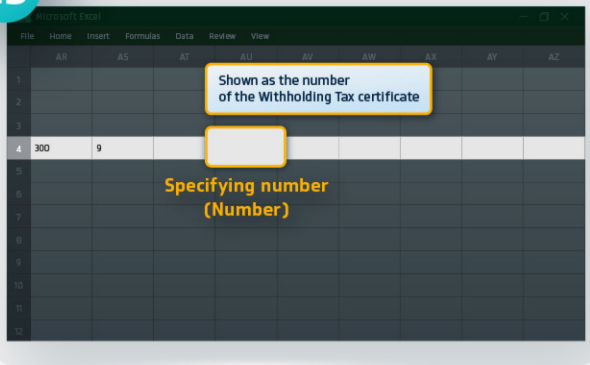
**Specifying number to be shown as number
of the Withholding Tax certificate is optional**

26

The 3 types of payer to pay tax

1 = Withhold at source
2 = Pay every time
3 = Pay one time

	AR	AS	AT	AU	AV	AW	AX	AY	AZ
4	300	9		1					

The 3 types of payer to pay tax

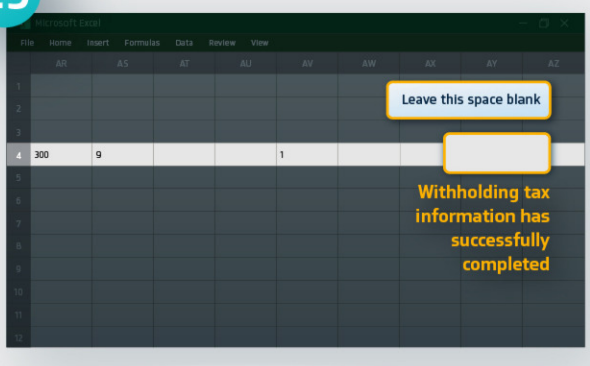**Enter the 3 types of payer to pay tax**
**(1 = Withhold at source, 2 = Pay every time,
3 = Pay one time)**

27

	AR	AS	AT	AU	AV	AW	AX	AY	AZ
4	300	9		1					

Branch's code of VAT payer
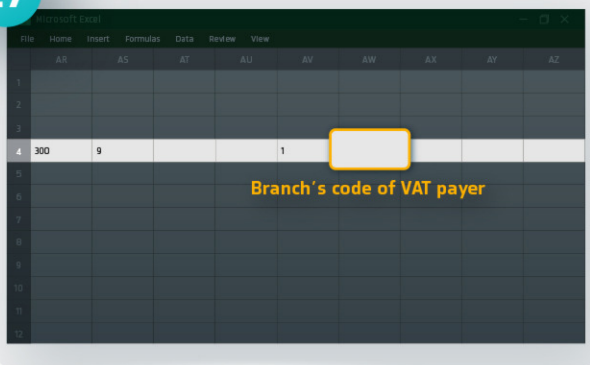
**Specifying the branch's code
of VAT payer is optional**

28

	AR	AS	AT	AU	AV	AW	AX	AY	AZ
4	300	9		1					

Branch code of VAT payee
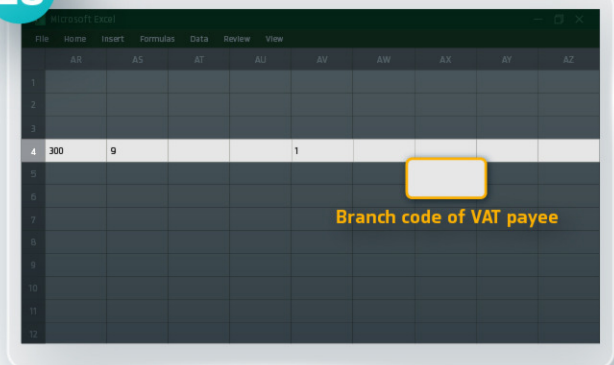
**Specifying the branch code
of VAT payee is optional**

29

Leave this space blank

	AR	AS	AT	AU	AV	AW	AX	AY	AZ
4	300	9		1					

Withholding tax
information has
successfully
completed

**Once all withholding tax information
has successfully completed,
leave this space blank**

Bulk Payment Transfer
Website

9.5 For Invoice row

1

In case you have the invoice information together with other transfer information

2

For Invoice
In case you have the invoice information together with other transfer information, fill out this information next to the Detail., if the Detail includes Withholding tax information, the invoice information will be moved to the last sequence and it can be more than 1 row

Can fill out this information next to the Detail
(if the Detail includes Withholding tax information, the invoice information will be moved to the last sequence and it can be more than 1 row)

3

10
File Type

For File Type, enter 10

4

I
Record Type

The Record Type, for invoice, type I

5

00059
Batch No.

Batch No. enter the same number as the Header

6

Enter the same set number as the Detail of payment information

2
Payment Reference No.

Payment Reference No. enter the same set number as the Detail of payment information

Bulk Payment Transfer
Website

7

Must be specified as NUMBER only

01
The sequence of invoice

**The sequence of invoice number
must be specified as NUMBER only**
(Specifying the sequence of invoice number is optional)

8

38998
The reference number
of supplier

**Specifying the reference number
of supplier is optional**

9

Required, if invoice data is available
Must contain number and letter characters

A55487
Invoice information

**If there is any invoice information,
it must contain number and letter characters**

10

Required, if invoice data is available
As DDMMYYYY form such as 0204202

20032022
Date of invoice

**Fill out the date of invoice
as DDMMYYYY form such as 02042022**

11

Service Charge 1
The detail of invoice

**The detail of invoice and it can be specified
or not specified upon your preference**

12

Required, if invoice data is available

150
The total amount before VAT
calculation and WHT

**If there is any invoice information,
enter the total amount before VAT
calculation and WHT**

20

13

Amount of VAT

Specifying the amount of VAT is optional

14

Amount of Withholding Tax
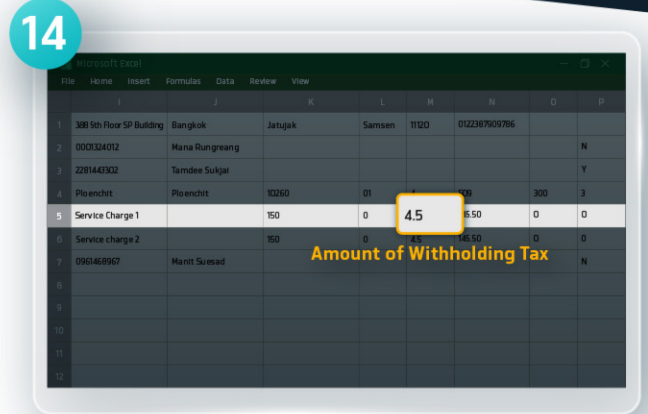
Specifying the amount of Withholding Tax is optional

15

Required, if invoice data is available
Net amount of money after VAT and WHT calculation
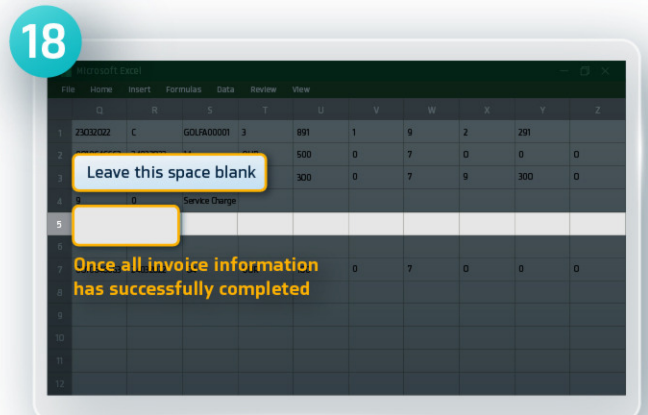
Net amount of money after VAT and WHT calculation
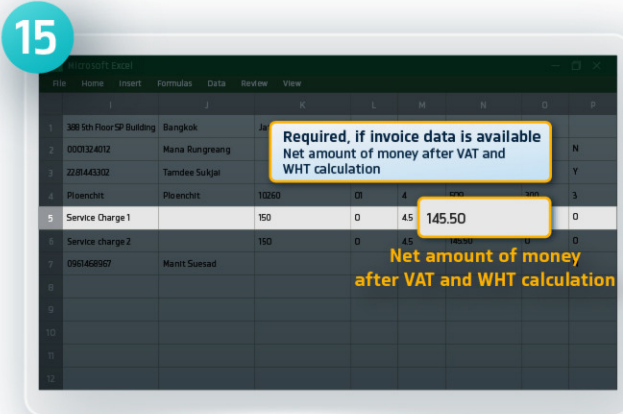
If there is any invoice information, enter the net amount of money after VAT and WHT calculation

16

Amount of money in the Debit Note
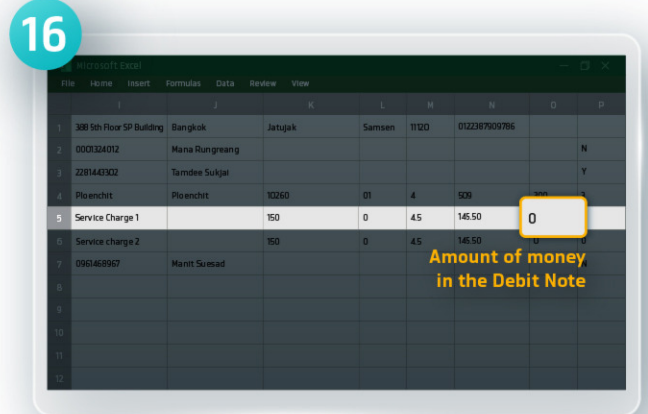
Specifying the amount of money in the Debit Note is optional

17

Amount of money in the Credit Note

Specifying the amount of money in the Credit Note is optional

18
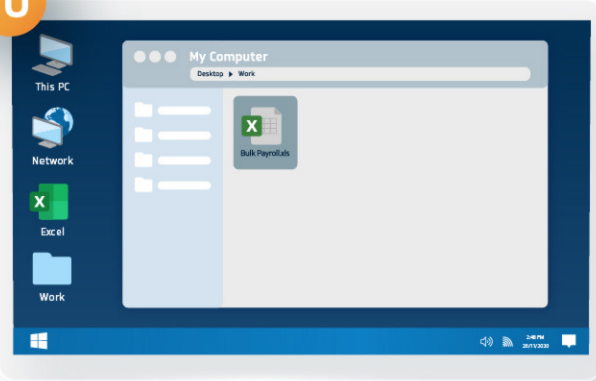

Leave this space blank

Once all invoice information has successfully completed

Once all invoice information has successfully completed, leave this space blank

You have successfully made the Bulk Payroll.
Save file as .xls without . (dot symbol)
in the file name