

FEDERAL FORMAT Field Descriptions

Record Size: 275

Record Types: E, S, and F

Record Name: Code "E" - Employer Record

ITEM	COLUMN	LENGTH	TYPE	DESCRIPTION
Record Identifier	1	1	Alpha	Constant "E"
Payment Year (Tax Year)	2-5	4	Numeric	Enter the year for which this report is being prepared. Enter NUMERIC characters only. All E records within a file must be for the same payment year.
Federal ID Number	6-14	9	Numeric	Nine-digit employer account number issued by the Internal Revenue Service. Do not use ES Reference or UBI Numbers. No hyphens or blank spaces. Enter: 12-3456993, not: 12-3456993 or: 12 3456993.
Filler	15-23	9	Ignored	Space fill
Employer Name	24-73	50	Alpha/Numeric	Left justify and space fill.
Street Address	74-113	40	Alpha/Numeric	Left justify and space fill
City	114-138	25	Alpha	For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name. Left justify and space fill.
State	139-140	2	Alpha	Use the standard postal abbreviation.
Filler	141-148	8	Ignored	Space fill
Zip Code	149-153	5	Alpha/Numeric	Standard five digit zip code.
Filler	154-275	122	Ignored	Space fill

Record Name: Code "S" - Employee Record

ITEM	COLUMN	LENGTH	TYPE	REQUIREMENTS
Record Identifier	1	1	Alpha	Constant "S"
Employee SSN	2-10	9	Numeric	Nine-digit Social Security Number. No hyphens or spaces. Enter: 123456993, not: 123-45-6993 or: 123 45 6993.
Employee Name	11-37	27	Alpha	The last name, first name, middle initial of the employee whose wage information is being reported. Left justify, space fill.
Filler	38-123	86	Ignored	Space fill
State Code Field	124-125	2	Numeric	Washington State Code = 53
Filler	126-127	2	Ignored	Space fill

Reporting Period (Month and Year)	128-131	4	Numeric	2-digit month and 2-digit year in MMY format. Example: 1 st Quarter 2005 = 0305; 2 nd Quarter 2005 = 0605; 3 rd Quarter 2005 = 0905; 4 th Quarter 2005 = 1205.
Total Wage Dollars	132-140	9	Numeric	Total gross wage amount for each employee for the quarter being reported. Dollars and cents only, no decimals. Negative Wages Are Not Allowed. Do not include employee's detail information if they did not work during the quarter. Right Justify - Zero Fill.
Filler	141-164	24	Ignored	Space fill
ES Ref Number (Employer Acct No.)	165-176	12	Numeric	8-digit ES Reference Number and 1-digit check digit for a total of 9-digits, followed by 3 spaces to a total column width of 12. Do not use Federal ID or UBI Number. No hyphens or blank spaces. Enter: 123456993..., not: 123456-99... or: 123456 99...
Filler	177-201	25	Ignored	Space fill
Hours Worked	202-205	4	Numeric	Total number of hours worked for entire quarter. Whole numbers only. If fractions are used, round upward to the next highest number. For example, enter 0520 for 519.25. Do not enter zero hours except as an indicator for severance or vacation pay. If unknown, space fill – do not zero fill. Right Justify - Zero Fill.
Filler	206-275	70	Ignored	Space fill

Record Name: Code "F" – Final Record

ITEM	COLUMN	LENGTH	TYPE	DESCRIPTION
Record Identifier	1	1	Alpha	Constant "F"
Total Number of Employees in file	2-11	10	Numeric	The total number of "S" records in the entire file.
Filler	12-25	14	Ignored	Space fill
Total Quarterly Gross Wages in File	26-40	15	Numeric	The total amount of gross wage dollars reported for all "S" records in the entire file.
Filler	41-275	235	Ignored	Space fill