

WIN-202 V4

Extract File Development Guide

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WIN-202

Extract File Development Guide

Version 4.0

INTRODUCTION

The WIN-202 system expects an initial extract, followed by either quarterly batch updates, or transaction based updates. Because client states may have different processing requirements, we have focused on making the extract process as flexible and dynamic as possible. This guide provides instructions for the initial development of extract data, quarterly extracts, and considerations for transaction based processing. Conversion of existing V1.0 extract programs is also addressed.

For this version of the WIN-202 system we are introducing a format which splits the quarterly data and non-quarterly data extracted into separate files. Quarterly data are related specifically to a quarter's employment, wages and codes. Non-quarterly data primarily include administrative data elements which are not based on a specific quarter, i.e. employer names, addresses, and phone numbers. We felt that since quarterly data changes more often than non-quarterly data, it would be beneficial to allow a state to extract the quarterly data separately from the administrative data. Because the quarterly data record is quite small (132 bytes), the extract files should be smaller and the processing quicker than with the earlier versions. This one quarter split format is the recommended extract as it is more flexible and efficient than the others, provides a faster processing time, and positions the state for current or future transaction based processing.

The 6-quarter format from the EXPO system is also available for use in extracting initial data loads. However, only states which already have code written to produce this format should even contemplate using it, and they must keep in mind that changes have been made to the data elements which will require that they rigorously test their programs to ensure that the data are being extracted according to current BLS guidelines. If your state is new to Standardized systems, we do not recommend using this format at all.

The standard 1-quarter format currently used in the WIN-202 v4 system for quarterly batch processing is also compatible with the new system. However, this format will also need to be modified to allow for changes in BLS data elements. Even though this format is available, it will not take full advantage of the new features of the WIN-202 v4 system, and so is not recommended.

The final portion of this document contains the record layout tables corresponding to each of the extract formats. Regardless of the extract to be produced, the programmer should use this document as a guide for field formats and initial values of all fields.

EXTRACT TYPES

Initial Data Load Extract.

This extract is performed once to load initial data into the WIN-202 System. This is generally done during the installation of the WIN-202 system. This extract can be written in either the 1-quarter split

format or the 6-quarter EXPO format. Further information on these formats appears below. Quarterly Batch Extract.

This extract is performed 2 or more times each quarter to load data from a specific quarter into the 202 system. The first extract generally loads all data (admin & quarterly) valid for a specific quarter, regardless of whether or not it has changed. A subsequent extract may only extract data changed since the prior extract. In either case, all data fields for a record must have valid data or defaults in it. This extract can be written in either the 1-quarter split format or the 1-quarter format. These are explained in more detail in the following section.

Transaction Extracts.

This extract may be performed based on a regular schedule or on an as-needed basis. Only records with changes within a specified time period will be output. This creates a smaller output file and requires less processing time. If the state decides to convert to transaction based input at any time, an extract of the tax system will need to be run including any “future” quarters that may exist on that system. This extract can be written in the 1-quarter split format or the 1-quarter format. See below.

EXTRACT FORMATS

1-quarter split format.

This is the recommended extract as it is more flexible and efficient than the others, provides a faster processing time, and positions the state for current or future transaction based processing.

This format consists of 2 output files. The first output file is administrative data (non-quarterly), the second output file is quarterly data. All active and recently closed employers should be included for the quarters extracted. This format lends itself well to the initial extraction as well as to quarterly batch and transaction based processing. The initial file extraction would consist of 1 admin record per employer and 1 quarterly record per employer/year/quarter (e.g. 1 admin record, 6 quarterly records). Quarterly processing would involve extracting admin and quarterly data at least twice for each quarter.

A state planning to update by transaction would only need to capture transactions made in their UI tax system since the last update and write those changes out in the split format.

The 2 output files created as the result of this format can be generated by any combination of programs and systems, increasing the programmers’ flexibility. In order to fully take advantage of this format, the program written to extract the data should have a begin date variable which can be user defined when the program is run. By setting this date, the user can specify which quarters, or portions of quarters (transaction based) to run the extract for. This will be particularly helpful for back quarter editing, which requires that data for the current and prior quarter are extracted. This variable will allow the same program to be used for the initial extract as well as the quarterly extracts. Please note that no matter how many quarters are extracted, only one administrative record per employer is expected by the WIN-202 system.

Detailed information on this format can be found in Appendix A.

6-qtr format.

It is possible for the initial file extraction to be done via a 6 quarter extract. This extract, based on EXPO’s current format would require all administrative data as well as 6 quarters of quarterly data to be output to each record of the output file. If you already have the EXPO 6-quarter initial file extract written, it may be used here. Data will be converted into the split format and will be processed by the

import program. This will increase processing time. If your state does not already have this extract written, then the 1-quarter split extract should be written. This extraction is only used for initial data loads. A subsequent program will have to be written to handle quarterly updates and/or transaction processing.

Detailed information on this format can be found in Appendix B.

1-qtr format.

This extract is based on the WIN-202 v4 extract. It is allowed for backwards compatibility between versions of the WIN-202 system, negating the need to write a new program. However, because it includes the new BLS data elements, the extract program will need to be modified. States who opt to use this format should take care that the data elements are being extracted according to current BLS specifications. This extract will also be split by the application, increasing processing time. If the state has plans to use transaction based extraction, the 1-qtr split program should be written. In order to take full advantage of the WIN-202 v4 system, we recommend using the 1-quarter split format explained above.

Detailed information on this format can be found in Appendix C.

The diagram following shows the relationships between extracts and formats.

Extracts	6-Qtr Format	1-Qtr Format	1-Qtr Split Format
Initial Data Load	Extract 6 qtrs of data for all active employers and all employers who have become inactive within the extract period.	Extract Admin & Quarterly data for all active employers and all employers who have become inactive within the extract period.	Extract all Admin & Quarterly data for all active employers and all employers who have become inactive within the extract period.
Quarterly	N/A	Extract all Admin & Quarterly records for all active employers and all employers who have become inactive within the current or prior quarter. See note 1 below.	Extract all Admin & Quarterly records for all active employers and all employers who have become inactive within the current or prior quarter based on a specified quarter. See notes 2, 3 & 4 below.
Transaction	N/A	N/A	If an employer has an admin change write all fields of admin data to extract. If an employer has a quarterly change write all fields of changed quarterly record to extract. See notes 2, 3 & 4 below.

Programming Notes:

1. This extract can either be programmed to run 2 quarters -- to allow for back quarter editing -- or to run twice, each time specifying a different quarter. This is a statepreference issue.
2. Data extracted based on a specific date (last changed date) or flag
3. The quarterly and admin files are completely self-contained, therefore, you do not need to write an admin record for a quarterly change and vice versa.
4. The undefined value can be written for most fields.

BACK QUARTER EDITING

New BLS requirements for multiple-quarter EQUI processing require that both current and immediate prior quarter data be kept current. The 202 analyst should make a note to set the beginning date variable on the quarterly extract so that it brings in at least two quarters of extract data simultaneously. Even if older quarters (two or more quarters before current data) show changed quarterly data, it is not mandatory to bring this information into the Micro File. The tax extract programmer should extract all administrative changes regardless of the quarter. Any back quarter changes that are extracted in the extract File will eventually be passed on to the EQUI deliverable so that BLS micro data will be in synch with the State's Micro File.

Using transaction based processing would provide for the most efficient and quickest back quarter updating, as only the changed records, by definition, would be extracted. Otherwise a batch update of back-quarter data would require running the single extraction program for multiple quarters as noted above.

WIN-202V4 CONSIDERATIONS

If Version 4.0 of the WIN-202 system has already been installed, the state can skip the initial file extract, as this will be handled within the system programmatically. The WIN-202 v4 system will have an extract program built into it to convert v1 data into the current format. This will not necessarily be a straight one-to-one copy because of the changes introduced to the data elements in the current version. The states may be required, at a later date, to write a program which will extract those

data elements which are new to v4. This, however, has not been finalized as of this writing. The quarterly extract program will still need to be written.

For states using version 4.0 who have made use of multiple quarterly updates, please note that you will need to have your program write undefined (?) to fields which are not being changed instead of leaving them blank. The undefined value is explained in more detail below.

FORMATTING CONSIDERATIONS

Formats will be strictly adhered to, please make sure that numeric data contain no special or alphabetic characters. No quotes are allowed in the data.

Delimiting Data

The programmer has the option of submitting the records as column specific (ASCII) data, or as delimited data. In column specific data all column positions must be accounted for. Delimited data are data which are not column specific, fields are separated from each other by a character or space, called a delimiter. In columnar formatting for numbers that do not fill the field length, you must right justify the number and pad the remaining places with zeros. If a character field does not fill the entire length, the data should be left justified and padded with blanks. If a delimiter is used between fields, then the length can be ignored (no padding is necessary). For example, if no delimiter is used, the first six fields would look like this:

000009903000010000456789	TEST CLIENT NAME	TEST DBA NAME
----- ---	-----	-----
10 5 1 9	35	35
unum rnum chk ei n	Legal name	DBA name

but if the delimiter ! is used, the first six fields would look like this:

9903! 1! 0! 456789!	TEST CLIENT NAME!	TEST DBA NAME
unum, rnum, chkdig, ei n,	legal name,	dba name

Make sure that the delimiter that is used does not occur in the data being output. For example, the comma as a delimiter could lead to problems with character data which correctly has commas as part of the text as in Robert J. Lawyer, Esquire.

While data in either of the these formats are acceptable, please note that files formatted as above will be reformatted in the WIN-202 system to be more system compatible. States wishing to decrease processing time are urged to output their data in "Progress Specific" format.

Progress Specific formatting

In this format all data are delimited, character data are surrounded by quotes and numeric data are represented by the number or zero. If a character field is blank send "". In this format, the delimiter used has less restrictions, therefore, a blank or comma may be used. If we take the example shown above and delimit it with blanks in Progress Format the record would look like the following:

9903	1	0	456789	"TEST CLIENT NAME"	"TEST DBA NAME"
1	2	3	4	5	6

If the legal name was blank and no EIN was available the record would be as follows:

9903	1	0	0	" "	"TEST DBA NAME"
1	2	3	4	5	6

“Undefined (?)” Defined

If no value is known, or if the field has not changed in the current quarter, then the field may be set to the undefined value. In Progress, the undefined value is represented by the question mark (?). This is similar to the “low-values” option in COBOL in that it separates “zero” or “blank” as values apart from “does not exist” or “not entered”. For character data the question mark may or may not be quoted. (Either way, it must appear as the first character in the string). The undefined value will never overwrite existing data whereas zero and blank values may.

Using the undefined value, the above example could change to the following:

9903	1	0	?	"?"	"TEST DBA NAME"
1	2	3	4	5	6

The undefined value can become a valuable resource in extracting data.

NOTE: No matter which format is used, be consistent and do not skip any field, even if the data are blank or zero. You must remove all quotes within data fields in extract.

Detailed examples of column specific formatting vs. Progress specific formatting can be found in Appendix D.

PROGRAMMING CONSIDERATIONS

The WIN-202 System expects at most 1 admin record per employer and 1 quarterly record per employer/year/quarter for each extract. To do this effectively in transaction based processing, we suggest introducing a field into your tax system, if possible, which contains either the date the data were last modified (or created) or a logical flag which is set to true when the record is created or modified. Because a logical flag will be reset to false when the extract is run, re-extracting for the same time period will be difficult. Using an update date would make re-extraction a simpler process.

If the state wishes to extract admin data from an alternate source (e.g. mailing address data are maintained on a separate system), a subsequent program may be written which writes the mandatory fields (Account Number and Reporting Unit Number) and the applicable fields (mailing/other address fields) to the output record (admin record). All other fields should have the value undefined (?) written to them. A similar program can be written to import specific quarterly data if necessary. However, the output record must follow either the admin or quarterly format exactly (i.e. no fields omitted). This will work because the undefined value, unlike a blank, will not overwrite any field in the WIN-202 system.

Appendix E contains code samples of extract programs. These are only meant to be guidelines for writing 202 compatible extracts. You are encouraged to explore other ideas which may utilize your current system more efficiently. As long as the basic requirements are met (Key fields mandatory, all other fields initialized at undefined (?), unique records -- one output record per employer or per employer/year/quarter) the WIN-202 system is ambivalent to how the extract was created. (Transaction based processing may not require the records to be unique, however, all other requirements must be satisfied as stated above.)

THE EXTRACT FILE

The Extract File is the interface between the State source files and the Standardized ES-202 System. It provides the necessary information for 202 processing. During the import of the data, the WIN-202 system will write all records containing bad data out to an exceptions report. The user will need to review these data and make changes accordingly before retrying the data. If too many records contain

bad data, based on a state specified variable, the system will alert the user and quit processing. Fifty exceptions may be intolerable to one state, but may be perfectly acceptable to another.

The following sections define the fields which make up the extract files. If you have any questions regarding the definition of a data field, which source should be used to extract the data element, or which records should be included or excluded on the extract, please contact your respective regional office for details or refer to related information from BLS.

ADMINISTRATIVE DATA ITEMS

The following data elements should be extracted whenever any one of them changes. If an employer has no admin changes, no admin records need to be output. Being able to identify this information in your source system will have a remarkable affect on the size of your extract file, the reliability of the data within the file, and the processing speed associated with importing and editing the data. If a state chooses to use the admin/quarter combined extract format, they will need to write the undefined value to the admin fields so that they will not be changed when importing quarterly data only. As stated earlier, using the split format will eliminate this problem. Large states may wish to examine the use of automatic transaction based processing in order to spread the work load more evenly over the quarter. Non-quarterly data (administrative data) should be extracted when the tax system has determined there is a change in the data. If this is not possible, admin data will need to be extracted at least twice a quarter in a batch mode. The import interface program will do a one-to-one match of each field to try to capture what changes, if any, were made, and will set the flags accordingly.

UI Account Number

This 10-digit base account number field, along with the **Reporting Unit Number** field, constitutes the primary key to the application and as such is a vital part of the extract record. **These fields are mandatory. The record will not import if the data in these fields are non-numeric.**

Note: Some states use alpha-numeric account numbers. The exportable system will not handle non-numeric base account numbers. These should be converted to numeric in the state specific extract program.

Reporting Unit Number

5-digit numeric reporting unit number. Values of 00000 to 99998 are permissible. A zero indicates a single-site employer or multiple-worksites parent account; values of 1 and higher denote a worksite subunit.

Check Digit

The account check digit is a 1-digit numeric field. This is an optional field, since many states either do not use a check digit or have the check digit imbedded as part of the U-I account number. In such cases, the check digit field should be set to zero.

If the check digit is specified, it will be edited only to make sure it is numeric. This field should only be set if your state uses a check digit, which is not incorporated in the account number itself.

EIN

This is the employer's Federal Employer Identification Number (EIN), also known as the Federal ID number. It is a 9-digit field. If the EIN of the employer is known, it should be provided in this field. If it is not known, set the field to undefined. New accounts without Federal ID numbers will be

defaulted to undefined. If the EIN is not a valid number, it will be flagged by an edit and will have to be looked at by an analyst.

Legal Name

The legal/corporate name is a 35-byte alpha-numeric field. This field is the official, legal name of the firm, the controlling corporation name, or, for a smaller company or private contractor, the name of the individual owning the company. In this case, the company name under which the individual is doing business—or the commonly recognized name of the firm—should be placed in the DBA/Trade Name field (which is described next).

DBA Trade Name

This is the employer's "doing business as" name or trade name, a 35-byte alpha-numeric field. This field should contain the company name under which an individual or corporation is doing business. It should not be used as a continuation of the legal/corporate name, or as a referral name, such as "Attn.:" or "care of". Attention names should be placed in **Attention/Contact Name** (described later). Often business names will not fit completely in the space provided. In such cases, the names should be abbreviated or otherwise represented in a more compact form. Since this is difficult to perform programmatically, it may be necessary to truncate longer names. After these have been manually adjusted by the analysts in the 202 unit, they can be locked so that incomplete tax file name information will not override manual corrections.

An account must either have a DBA/trade name or legal name. If the company's legal name is the same as the DBA, then both fields should be filled in accordingly. These names are field specific.

Special Indicator

This is a new field for Version 2. The special indicator is a one-byte flag which is also referred to as the "Special Account Classification" (SAC) field. This flag denotes whether the account represents an employee leasing company, an Indian tribal council, or some other special class of accounts. Employee leasing companies are denoted with an "L" indicator, and an Indian tribal council with a "T". These specialized types of accounts are rare. For all accounts not falling under one of the special classifications, this field should be set to undefined.

Agent Code

This is a new field for Version 2. The agent code is a 4-byte field which could be assigned to each record to identify the source of the reported data. State-specific values are anticipated for agents. If the field is used, it should contain an alpha-numeric agent code as its legitimate value. It is expected that the State will supply a list of all valid agent codes to BLS. The agent code should be undefined, unless there are known agent code values already in use for the State. The purpose of this field is to provide a mechanism by which BLS can interpret and use the information (for those states providing it) to monitor and examine potential issues with payroll providers. Payroll providers are responsible for producing a large percentage of the payroll data used and any problems with their reports can have a significant impact on the data.

Physical Street Address Line 1

This is the first of two street address lines for the physical location address. It is a 35-byte alpha-numeric field, used to specify the actual physical location of a place of business. Some accounts may have two or even three addresses, a U-I mailing address, a separate mailing address for Multiple Worksite Report (MWR) or Annual Refiling Survey (ARS) forms, and a physical address. In such

instances, use this field for the physical address. The U-I mailing address will go to **Tax Address** (described later), and a third additional address can be supplied to **the Mailing / Other Address** (also described later). The physical address **must** be located within the state, with the possible exception of accounts with county codes 996 (foreign) and 998 (out-of-state).

Many states use a two-line street address in their source files. If so, the second street address line should be supplied to the **Physical Street Address Line 2** field, described next. The new Expanded Quarterly U-I (EQUI) deliverable file will receive both street address lines, though the former QUI file only received a single street address line.

CAUTION: One of the most common mistakes in extract file development is to include a mailing address, particularly an out-of-state or a post office box location, into the physical street address. This address block is intended to deal solely with the actual physical location of an establishment. Therefore, please be sure that P.O. box numbers and out-of-state locations do not appear in this field. Such an entry will be flagged as an edit exception during micro and integrated edit processes. If only one address line is filled, the system will generally print only that line on reports. If both are filled, they will both appear. This will be explained more thoroughly in the WIN-202 System Documentation.

Physical Street Address Line 2

This is the second line of the physical street address, a 35-byte field. Though the information contained in the second street address line may be important, it should be considered subordinate to the **Physical Street Address Line 1** field (above), which is used whenever only a single street address line fits into an application.

Reporting Unit Description

The reporting unit description is a 35-byte alpha-numeric field. The designed purpose for this field is to provide a unique description or other identifying information about a reporting unit (especially for a sub-unit of a multi-worksites family). Preferably, it should be a store number or other identifying name which should be recognizable to the employer's main office, since this field will be included in the Multiple Worksite Report (MWR) form. It should not include the industry short title. Though single and parent accounts can also have a reporting unit description field present, this use is much less common than for sub-units.

Some states may not have developed this field into the State source files. For such states, this field will need to be manually entered by the 202 unit staff. If the reporting unit description is available in the State source files for accounts that are new to this system, the data should be provided here. If the field is not available, leave the field undefined.

Physical City

This field was expanded in Version 2. This is the physical location city name field, 30 alpha-numeric bytes in length. If you provide a value to the **Physical Street Address Line 1** field, this field needs to be filled as well.

Physical State

The employer's physical location state code is a 2-byte alphabetic field. This is the standard postal abbreviation for the 50 states, the District of Columbia (DC), the Virgin Islands (VI) and Puerto Rico (PR). If this is specified, it **must** be your own state code, since the physical location of a worksite must be within the state boundaries. The only exemption to this rule is when the county code is either

'996' (foreign locations) or '998' (out-of-state). If you provide a value to the **Physical Street Address Line 1** field, this field needs to be filled as well. Otherwise, it should be left undefined.

Physical Zip

Physical Zip is the root zip code for the physical address. If the **Physical Street Address Line 1** field is filled, the five-digit zip code must be filled in as well. This field is alphanumeric to allow for foreign zip codes.

Physical Zip Expansion

Physical Zip Expansion is the "Zip+4" extension code for the physical address.. If the value of Physical Zip Expansion is known, it should be supplied here. Otherwise the field should be left undefined. If no physical address is present, both the zip and zip expansion should be left undefined.

Contact Attention Name

The attention name is a 35-character alpha-numeric field. This field is used as a supplement to the names listed earlier, designed to note the name of a contact person, routing to an accounting department, a care/of line, etc.

For a new account, the attention name should be provided if it is available. For an existent account, this field is optional. If it is unchanged or unused, it should be left undefined.

Tax Street Address Line 1

This is the first of two street address lines used in the U-I tax address block. It is a 35-character alphanumeric field.

It is important to recognize that the **only** source for the Tax address should be the State's U-I Tax File. Once entered into the WIN-202 system, this address block **should not be changed on-line**. Any change necessary should be entered into the Mailing/Other Address File block in lieu of altering the U-I address. This is so that integrity of U-I tax address information can be maintained (regardless of the quality or deficiencies of this information).

Tax Street Address Line 2

This is the second line of the U-I tax address block's street address. This field can be used when the first street address line provides incomplete information.

The second U-I street address line should only be specified when it is available (many states use only a single street address line), and if it is present for a new account or may have been modified for an existing account. Otherwise this field should be left undefined.

Tax Address City

This field was expanded for Version 2. The U-I tax address city field contains 30 alpha-numeric characters. It corresponds (most often) to the first U-I street address line described earlier. In the event that the U-I address is unknown (i.e., is not present on the State Tax File--a federal account, for example) or is not applicable to the record, the field should be left undefined.

Tax Address State

The UI-address state field is the 2-byte postal abbreviation of the state to which mailings are to be sent. Valid 2-character postal abbreviations should be placed in this field if a U-I address is present.

In addition to the values described for **physical state** earlier, a value of "CN" may also be used for mailing addresses in Canadian provinces. The province of such an address needs to be incorporated into the **tax addr city** field. Military APO and FPO codes ("AA", "AE", "AP") can also appear here. Foreign addresses should show a "ZZ" state code. These should also identify both the city and country in the **tax addr city** field.

Tax Address Zip

Tax address zip is a 5-byte alpha-numeric field representing the zip code for the tax address. The five-digit zip code must be numeric, except for Canadian and other international addresses.

Tax Address Zip Extension

Tax Address Zip Extension is a 4-byte alpha-numeric field representing the Zip+4 extension to the zip code. The Zip+4 portion is required if available in the system.

For Canadian addresses (when **tax addr state** = 'CN'), the zip code uses the Canadian format, which is "A9A9A9", in which "A" represents a strictly alphabetic character and "9" represents a strictly numeric digit. Though a separating space generally splits the six-character field in half, this separator should be eliminated here. Thus a Canadian zip code of "H3E 4U2" would be loaded as "H3E4U" in the **tax addr zip** field, and "2", followed by three trailing spaces in the **tax addr zip ext** field.

Mailing / Other Street Address Line 1

This is the first of two street address lines for the mailing/other address block. It is a 35-byte, alpha-numeric field.

Normally, mailings from the ES-202 unit will use the U-I tax address block (noted earlier) for addressing the forms, labels and/or envelopes. The Mailing/Other address is provided as an override to the U-I address in cases where there is more complete or more adequate information available. The usual method of entry for this address block is via on-line entry when the U-I tax address is incorrect or in variance from the proper mailing address for MWR or refiling form delivery. Instead of updating the U-I address information on-line in the 202 system, the corrected address should be placed in the Mailing/Other Address block.

If the state tax system supports three distinct address blocks (physical, tax and mailing) then this information should be included in the extract file. The state may wish to limit the extract of this field to new employers only, as the potential exists to overwrite data which has been corrected on-line by an analyst. If no alternative mailing address exists (which is the norm) it should be left undefined.

Mailing / Other Street Address Line 2

This is the second line of the mailing / other address block's street address. This field can be used when the first street address line provides incomplete information.

The second mailing / other street address line should only be specified when it is available (many states use only a single street address line), and if it is present for a new account or may have been modified for an existing account. Otherwise this field should be left undefined.

Mailing / Other Address City

This field was expanded for Version 2. This is the city name for the alternate mailing/other address block, a 30-byte, alpha-numeric field. It should only be specified when the other elements of this address block are being filled in as well. Otherwise, it should be left undefined.

Mailing / Other Address State

This two-byte alpha field is the state postal abbreviation of the location described in the mailing/other address. If used, it needs to be a valid, two-character state code as described in the tax address state field.

Mailing / Other Address Zip

This field contains the principal zip code for the mailing/other address. The zip code should be left blank for international addresses (state code 'ZZ'), except for Canadian locations (state code 'CN'), which has an 'A9A9A9' format (where 'A' represents an alphabetic character and '9' is a numeric digit). For the records that do not specify this mailing or other address block, these fields should remain undefined.

Mailing / Other Address Zip Extension

This optional field contains the optional 4-digit zip extension.

Mailing Address Type Indicator

This indicator is specific to the address type for the mailing/other address only. The UI address and Physical address are in specific blocks on the file and do not require an address type code. Code indicators for the Mailing/Other Address include the following:

- 1 = Physical Address (where physical and mailing addresses are the same)
- 2 = Mailing Address (where mail goes directly to the unit and may include PO Box and RFD addresses)
- 3 = Corporate Central Office mailing address
- 9 = Unknown/Other.

If the field is not known or used then it should be set to undefined. Any undefined indicators will automatically be set to 9 on the EQUI deliverable if the mailing/other address contains data, otherwise it will be set to blank.

Phone Number

The phone number is divided into three fields:

- Phone area code**, a 3-digit numeric field for the area code;
- Phone number**, a 7-digit numeric field, and
- Phone extension**, a 5-digit alpha-numeric field.

If the phone number is known, it should be entered into the **Phone number** field. The area code should also be placed in the **phone area code** field at the same time. If there is no known extension to the phone number, it should be left undefined. The extension number is for internal use only and will not be transmitted to BLS. If the phone number is unknown or unchanged, all three fields should be set to undefined.

Fax Number

This is a new field for Version 2. The facsimile machine phone number has the same format as the phone number just described. It does not, however, possess an extension, nor will the fax phone number be included on the BLS EQUI deliverable. The fax number has two parts, the **Fax area code**, and **Fax phone**.

Setup Date

This is a new field for Version 2. The setup date (also known as the entry date and the input date) is an 8 digit field which notes the date on which the account was first entered into the source system. The format of the field is YYYYMMDD.

Generally, this field represents the date on which the account first appeared in the state tax file. Some states, however, may not have this date available. In this case, set the field to undefined and the setup date will be defaulted to either the initial liability date or the current system (processing) date, whichever is earlier (but not undefined).

Note: Because date fields now use 4-digit years, it may be necessary to interpret the century when writing these fields to the extract record. If the incoming year is only a 2-digit field, it can be converted to 4-digit by setting 19 in the century digits, and replacing that with 20 if the 2-digit year is under 35.

Initial Date of Liability

This field was expanded by two digits in the year portion for Version 2. The initial date of liability is an 8-digit field which represents the first calendar date for which a firm becomes liable for paying unemployment insurance taxes by being an active employer. The format for the field is YYYYMMDD. This date should be extracted from the state tax file if available, otherwise it should be set to undefined. **If an account closes and later reopens, the Reactivation Date (described later) should show the new effective date.** A worksite sub-unit should use this field as its initial activation date, which may differ from the parent account's initial date of liability.

If this date is not specified, the system interface program will provide a default, using the first date of the earliest quarter with an active status code, whether that active status is directly specified in the record or deduced as a default.

Note: Because date fields now use 4-digit years, it may be necessary to interpret the century when writing these fields to the extract record. If the incoming year is only a 2-digit field, it can be converted to 4-digit by setting 19 in the century digits, and replacing that with 20 if the 2-digit year is under 35.

End of Liability Date

This field was expanded by two digits in the year portion for Version 2. The end-of-liability date, previously known as the termination date, is the last date for which an account is liable for U-I taxes. This is an 8-digit field in the format YYYYMMDD. This date should be extracted from the state tax file if available, otherwise set the value to undefined.

Because an account will be considered active (status code of '1') for any quarter in which it becomes inactive, it is necessary to extract data for employers who became inactive during the current and previous quarter in order to obtain the end of liability dates correctly. If an account has been inactive but has recently reopened, the end of liability date should **not** be removed, but the reopening date should be specified in the **Reactivation date** field shown below.

For an account which has never possessed an EOL date, the undefined value will be used as the default for the field. If no termination/EOL date currently exists on the State source files, the field should be set to undefined. This will preserve any end of liability dates which may have been entered in the 202 system manually.

Note: Because date fields now use 4-digit years, it may be necessary to interpret the century when writing these fields to the extract record. If the incoming year is only a 2-digit field, it can

be converted to 4-digit by setting 19 in the century digits, and replacing that with 20 if the 2-digit year is under 35.

Reactivation Date

This is a new field for Version 2. The reactivation date is an 8-byte field. Like the other three date fields, it is sub-divided into contiguous subfields of 4-digit year, 2-digit month, and 2-digit day of the month. Reactivations occur when an account has been terminated for a period of time, but is returned to an active status. This field should specify the date on which the account had reacquired its active status (i.e., had become liable for U-I taxation).

It is often difficult to determine when an account is newly activated or reactivated in some State systems. If only a single effective date (used as either a liability or reactivation date) is present in the State source data, it may not be possible to know whether this is a first-time activation, or the end of a temporary closure. The date should be set wherever it seems to be most appropriate. The interface program will check for inconsistencies, and will move the date field from initial liability to reactivation if it is actually for a pre-existent account. Similarly, for new accounts that are identified as reactivations, the reactivation date field will be moved to the initial liability date to avoid later conflicts in the micro edits. If there is no known reactivation date, or if it is unchanged, this field should be left undefined.

Note: Because date fields now use 4-digit years, it may be necessary to interpret the century when writing these fields to the extract record. **If the incoming year is only a 2-digit field, it can be converted to 4-digit by setting 19 in the century digits, and replacing that with 20 if the 2-digit year is under 35.**

Predecessor UI Account Number

Predecessor Reporting Unit Number

Successor UI Account Number

Successor Reporting Unit Number

The fields to be described next refer to the primary predecessor and successor account numbers for the current account. There is also a Predecessor-Successor File in the WIN-202 system, but this is intended for use with **secondary** predecessor and successor relationships only.

A new aspect has been added for Version 2 to the predecessor / successor processing. As with the reporting unit number, valid values are zero through 99998. In the case of predecessors and successors, however, the 99999 reporting unit number (RUN) value is also legitimate, flagging the breakout or consolidation of multiple worksite units. Such a breakout or consolidation need not involve **all** of the worksites of a family. There could be a breakout of a composite worksite (MEEI code of '5') into individual worksite locations, for example. If this notation is not readily identifiable, it can become a very difficult task to establish the all-nines pred/successor RUN's.

The primary predecessor and successor fields are intended to be used as a one-to-one matching of employer units. If three different single accounts are bought out by another firm, the three should **not** identify the new controlling account as their primary successor. Instead this relationship is to be noted in the auxiliary Predecessor/Successor File. Acquisitions and mergers must be entered by hand.

If the primary predecessor and/or successor accounts are found on the tax file or another source file, the information should be provided for these fields. If there is a predecessor, but no successor, or vice-versa, the applicable fields should be used and the others left as undefined. If no predecessor or

successor is to be found, if the information is not available from the state source files, or if the transaction being formed has no bearing on these fields, they should all be set to undefined.

Keep in mind that the two subfields of each of these entries is a pair, and should be filled or omitted together. If the predecessor or successor U-I account numbers are extracted, but the reporting unit portion is left undefined, the RUN will default to zeroes in the WIN-202 interface program, which may or may not be the intended unit number.

Organization Type Code

This is a new field for Version 2. Represented by one byte, the organization type code is a sub-definition for privately owned firms. This field is for BLS usage and will be included in the EQUI deliverable. It has no meaning for any government ownership, so non-private firms should always appear as undefined.

Valid values for the organization type code include "C" for a corporation, "I" for an individual proprietorship, "P" for a partnership, and "O" for other specialized organizational structures. Those that have no specialized organization appear as undefined. If the State's definitions of private ownership breakouts have similar meanings, they should be translated to these codes during the creation of extracted records. BLS is reviewing every State's status determination forms to see how States assign these. BLS will provide instructions on how to reassign the codes for 202 purposes and to ensure that they are extracted and assigned correctly. If no sub-ownership definitions are used in the State, or if they are inconsistent with these definitions, the organization type code should be set to undefined.

Admin State Use

A free-form 35-character administrative state usage field is provided for any supplemental information needed for State-specific processing, but not required by the BLS or the Exportable ES-202 System. This field's content is left entirely to the receiving State. If this information is not used, it should be left undefined.

QUARTERLY DATA ITEMS

Quarterly data may occur 1 or 6 times in each record depending on the extract. If the single occurrence or split extract is chosen, one record is output for each year/quarter combination for each employer. Quarters should be chosen for extract based on a certain starting date. It is assumed that states planning to use the 6-qtr extract already have it written, therefore we will not discuss specifics of that format. However, we must note that the field formats represented here may not agree with those in the 6-qtr extract.

Any future quarters extracted will be loaded into the system and held until required for EQUI processing.

The quarterly elements explained below will deal with the first (or only) occurrence values only. For convenience of terminology, this will be referred to as the "current" quarter. However, this can represent any quarter's data.

Year**Quarter**

This field was expanded for Version 2. The **Year** field provides the full current 4-digit year. If the century needs to be determined from a 2-digit year, use '19' (or add 1900 to the 2-digit year) if the 2-digit year is greater than 35, otherwise add 2000.

The QTR field provides the current quarter number, namely-

- 1 = First calendar quarter (months of January through March)
- 2 = Second calendar quarter (months of April through June)
- 3 = Third calendar quarter (months of July through September)
- 4 = Fourth calendar quarter (months of October through December)

Note: The year and quarter fields are mandatory, if they contain no or bad data, the entire record, **even if it contains otherwise viable data**, will not be imported. It is essential to fill in these fields, as well as the **UI Account Number** and **Reporting Unit Number** (described earlier in admin section) for all quarterly records. If one of these fields is missing or non-numeric, the record will be written to an error file.

Status Code

The status code is set by dates within the Admin file so, for this field send a "?" to avoid overwriting existing codes.

County Code

This is a 3-byte field representing the Federal Information Processing Standards (FIPS) county code for the current quarter. This must be in accordance with the standard county numbering system, which most often has values of 001, 003, 005, etc., for counties listed alphabetically by county name. Special county codes are provided for each state as well as the following: (Those appearing as bold italica are new codes added for Version 2.)

- 900 - Multiple-worksite parent accounts found in multiple counties***
- 994 - Refusals (unwilling to supply county location)***
- 995 - Statewide, multiple-county locations, or no primary county***
- 996 - Foreign location
- 998 - Out of state location
- 999 - Unknown county

This field is verified by the WIN-202 interface program against the Lookup Table File, which is a compendium of state and national constants and parameters for processing. If the county code is a two-byte field in your source file, convert to 3-digits by adding a leading zero for standard counties or by adding a leading nine for the 94 through 99 codes. All non-standard county codes should be converted to standard FIPS county codes in the extract program. The WIN-202 system is only expecting standard codes.

Occasionally a firm will move from one county to another. In such cases, the State must determine whether to adjust the county code whenever such a change occurs or to wait until the first quarter of a new year. A mid-year code change needs to be based upon an economic reason, rather than on the maintenance of current location accounting. However, this decision is not made by any interface program. Therefore any change to the county code which occurs in a quarter other than the first calendar quarter will be flagged by an edit. The only automatically applied exceptions to this is the presence, in the Micro File, of an invalid county code, such as '000', or an unknown county code (including 900, 994, 995, 996, 998, & 999). These may be adjusted at any time.

Ownership Code

This field was reduced for Version 2. The ownership code for the current quarter is a 1-byte field in the record. Values are as follows-

- 1 - Federal government ownership
- 2 - State government ownership
- 3 - Local government ownership
- 5 - Private employer

Note: International government accounts, with an ownership code of '4', had previously been allowed as well. These are now considered invalid. Any accounts found with '4' ownerships will be flagged in all micro and EQUI edits.

An ownership change is extremely rare. A privately owned firm is rarely purchased and run by a government agency, and bureaus of one level of government will seldom be transferred to another (such as from county to State government). If such a change occurs in other than the first calendar quarter of a new year, it will be flagged by an edit.

A new account should always have the ownership code specified. If the ownership code is unknown or unchanged, set it to undefined. A new account without ownership specification will be set to undefined, which will be flagged in the micro edit program.

NAICS Code

The current quarter North American Industry Classification System (NAICS) code is identified in this field. This field will have Aux NAICS values beginning September 2001. Refer to S memo (insert number here).

If the NAICS code is available, it should be provided in this field. Otherwise it should be left as undefined. Once a NAICS value has been established, any change to the field will be subject to the same change restrictions as the county, ownership, SIC and township codes. Once NAICS is fully implemented in 2001, valid codes must be used or it will be flagged with an error.

SIC Code

The quarterly Standard Industrial Classification (SIC) code for the most recent quarter is a 4-byte field. If this field is provided by the state-specific program, it should be given as the full 4-digit coding value of the SIC, with no trailing spaces or zeroes, except for a few select 3-digit coding exceptions which may end in a final zero. Such exceptions to the 4-digit coding must appear in the State's Lookup Table File (part of the exportable system).

If the SIC code is unknown or is not changed by the transaction, it should be set to undefined. As with the county, ownership, NAICS, and New England township codes, BLS recommends that this field only be modified during the first calendar quarter of a new year, thus any changes to these fields in other-than-first quarter—except for changes from an invalid or unknown ('9999')—will be flagged by an edit.

Type of Coverage

The type of coverage code for the current quarter (an extension of what was once the BLS "reimbursable code") is a 1-byte field with the following possible values:

- 0 = Experience-rated taxable account
- 1 = Reimbursable account
- 2 = Experience-rated account with employee contributions

- 3 = Reimbursable account with employee contributions
- 8 = Non-subject (non-covered) account
- 9 = Federal government account

If the type of coverage code is unknown, the default value should be used. New accounts without type-of-coverage specification will be set to a default value of '0', except for Federal accounts, which will be set to '9'. States that use employee contributions will use a '2' default in place of the '0' coverage type.

Town

The current quarter's town field is 3 bytes in length. It is used to identify sub-county geographical areas for more precise statistical reporting.

The township code is required for the New England states which have defined township areas. Township codes are also verified in the state's Lookup Table File (part of the exportable system), to make certain not only that the township code is in use in the state, but that it is valid to be used for the county. States that do not have townships but do have zones may wish to implement this verification as well. This is an available option, however, this data will only be submitted to BLS for New England states and New Jersey.

If the township field is not used in a state, unknown, or unchanged, it should be set to undefined. New accounts without specified zone codes will receive appropriate default values according to the state's use of zones or township codes. Township changes which occur in other than the first quarter of a calendar year will be flagged in an edit.

Auxiliary Code

This is the current quarter auxiliary code, a 1-byte field. This field is necessary in the EQUI deliverable file and in the ARCS system. No processing is performed on this field other than valid data edits. The valid values of the auxiliary code are:

- '0' = Auxiliary status is unknown
- '1' = Administration headquarters or data processing
- '2' = Research and development location
- '3' = Storage site
- '5' = Not an auxiliary facility
- '9' = Other type of auxiliary facility

Unknown and unchanged auxiliary code values should be left as undefined, which will evaluate to the system default when applicable (undefined values will not over write existing data). Unlike some of the other quarterly codes mentioned earlier, the auxiliary code may change during any quarter without restriction. However, such changes are rare.

MEEI

The Multiple Establishment Employer Identification (MEEI) code, a 1-byte field in the record, has the following possible values:

- '1' = Single account
- '2' = Multi-master account
- '3' = Worksite account (single location)
- '4' = Known multi-master account which refuses to report worksite detail (treated as a single); this code can also be used for a multiple worksite subunit to denote a worksite in pre-solicitation status (scheduled for possible activation at the beginning of a future year).

'5' = Composite worksite account at the county level or some similar multi-site reporting level

'6' = Multi-master account which has not been split into worksite detail, since the employer has fewer than 10 employees in all secondary locations combined (treated as a single)

If the value of the multi code is unknown, or if it is not changed, it should be set to undefined. For new accounts, the system interface program will determine a default multi indicator value based on the presence or absence of associated active worksites, or by the reporting unit number itself. In fact, improperly set MEEI code values will be overridden in this manner.

Tax Rate

This field was changed for Version 2. This is the current quarter's tax rate for the account, a 5-digit decimal field in the format 99.999. This allows for units which are thousandths of a percent. If the firm's tax rate is 3¼%, for example, this field should be set to 3.25. If this is a new employer, the tax rate should be provided. If not reported, it can be computed by dividing the contributions by the taxable wages (if they are both reported). When at least one of these fields is missing, the computation can not be made. As a last resort, a state default tax rate may be used. If no value is supplied, the system interface program will set it to undefined.

Tax rates are expected to match between master (parent) accounts and their worksite records. If the worksite tax rate is left as undefined, or if it is set to a different value than that of its parent, it will be defaulted to match the rate of the parent by the system interface program and the micro edits program. It may be helpful to process worksites with undefined-values in the tax rate, since it is often more difficult to obtain information for worksite records.

First Month's Employment

The first month's employment count for the current quarter is a 6-digit field. If the employment has been reported, copy the first month's figure to this field.

If the employment has not been reported, but has been estimated by some process external to the exportable ES-202 system, report the field as undefined. Do not extract estimated data. The WIN-202 system will re-estimate the data using the standard BLS formula. This will assure that all estimating is done in the same manner between states.

If the employment value is missing or the account is delinquent, set the value to undefined.

Second Month's Employment

This is the second month's employment for the current quarter, a 6-digit field. Consult the description for the **first month's employment** field to see how this field is set.

Third Month's Employment

This is the third month's employment for the current quarter. Consult the description for the **first month's employment** field to see how this field is set.

First Month Female Employment

This is the first month's female employment for the current quarter, a 6-digit field. The method to set this field is the same as that given for the **first month's employment**, described earlier. This is an optional field which is not required by BLS. If your state does not track this data, leave the value as undefined.

Second Month Female Employment

This is the second month female employment for the current quarter, a 6-digit field. The method to set this field is the same as that given for the **first month female employment**, described above.

Third Month Female Employment

This is the third month female employment for the current quarter. Consult the description for the **first month female employment** field, to see how this field is set.

Total Wages

This field was expanded for Version 2. This is the total wage field for the current quarter, an 13-digit decimal (format 9999999999.99) field which represents the total wages paid throughout the quarter. The method for setting this field is the same as that for setting the **first month's employment**, described earlier. If the states source file stores this data with the cents, it should be extracted accordingly. However, if no cents are provided or available the 202-system will add the places as zeros. **A general rule to follow on extracting dollar fields is to extract whatever your system stores for a value.** Don't round or add decimal places. For example, if your system has the value 2345.67 in this field then send 2345.67 (decimal point included). If your system has 2346 as a value, then send 2346.

Taxable Wages

This field was expanded for Version 2. This is the taxable wages field for the current quarter, an 13-digit decimal field. It identifies the taxable portion of the total wage amount just mentioned. For worksite accounts, this value is generally unavailable, since the Multiple Worksite Report (MWR) form contains only employment and total wage fields. For these sub-units, this field should be set to undefined. Their values will be determined through proration from the master account.

This field is set in the same manner as in the **total wages**, described earlier.

Contributions Due

This field was expanded for Version 2. This is the current quarter's contribution amount, an 11-digit decimal field. There are often several fields in the tax file record which deal with contribution amounts. The "contribution due" name here can be misleading and has sometimes been interpreted as the unpaid remainder of contributions not yet paid by the employer for the quarter. This field, however, is actually referring to the contribution amount assessed to the firm. It is also sometimes referred to as the computed contribution amount. Be sure that the assessed or computed contribution amount is used instead of any unpaid balance amount.

As with taxable wages, this field will generally not be available from the tax file or source documents for worksite records. It should therefore be set to undefined for any worksites, allowing for proration and distribution from the parent account by the system estimation program.

With the exception of worksite bypass, the method for setting the contribution amount field is the same as that described above.

Geographic Code

The Geographic code provides more detailed location information of a worksite. The field is 7 bytes in length. Eventually this field may be utilized for a nationwide geocoding system that can be used for

precise location of a worksite, perhaps even in a graphical representation of the surrounding streets. Currently, however, there is not a standardized system or utilization in effect for national use.

If detailed geographic location codes are available in the State, they should be provided in this field. Otherwise, it should remain undefined.

Quarterly State Use Field

The quarterly state usage field is a 6-byte alpha-numeric field. The field is completely optional and practically free-form. Each state can use this field in whatever method is deemed appropriate. No edits or calculations are performed on this data.

APPENDIX A.
ONE QUARTER SPLIT FORMAT

Admin File

1- 10	10	K e y	Num	UI ACCOUNT NUMBER	State Employment Security Agency U-I Account Number
11- 15	5	K e y	Num	REPORTING UNIT NUMBER	UI reporting unit number value is numeric rather than alphanumeric format 00000 = Single and multi-worksite master accounts 00001 - 99998 = Worksite records
16- 16	1		Num	CHECK DIGIT	Account number check digit (zero if check digit is not used)
17- 25	9		Num	EIN	Federal employer identification number
26- 60	35		Char	LEGAL NAME	Employer legal or corporate name
61- 95	35		Char	DBA TRADE NAME	Doing-business-as name (or trade name)
96- 96	1		Char	SPECIAL INDICATOR	Special Account Classification Code (formerly Ext-class-code) ± = Standard Account 'T' = Indian Tribal Council 'L' = Employee Leasing Company
97-104	8		Num	SETUP DATE	Date on which account was established on the Micro File (or on U-I Tax File; yyyyymmdd format)
105-112	8		Num	INITIAL LIABILITY DATE	Date of initial liability or worksite effective date (yyyyymmdd format)
113-120	8		Num	END LIABILITY DATE	End-of-liability (Termination) Date (yyyyymmdd format)
121-128	8		Num	REACTIVATION DATE	Date of reactivation (yyyyymmdd format)
129-138	10		Num	PRED UI ACCT NUMBER	Primary predecessor U-I account number (?if no predecessor or missing)
139-143	5		Num	PRED RPT UNIT NUMBER	Primary predecessor U-I account reporting unit number (?if no predecessor or missing) 99999 = Predecessor collapsed units
144-153	10		Num	SUCC UI ACCT NUMBER	Primary successor U-I account number (?if no successor or missing)
154-158	5		Num	SUCC RPT UNIT NUMBER	Primary successor U-I account reporting unit number (?if no successor or missing) 99999 = Successor breakout exists
159-159	1		Char	ORG-TYPE-CODE	Private ownership organization type code (denotes structure of a private firm) 'C' = Corporation 'T' = Individual Proprietorship 'O' = Other Organization 'P' = Partnership ' ' = Unknown, or not a private ownership code
160-163	4		Char	AGENT CODE	State-defined 4-digit agent codes
164-198	35		Char	REPORTING UNIT DESCRIPTION	Reporting unit description (to distinguish worksites in terms recognizable to the employer)
199-233	35		Char	ATTENTION/CONTACT NAME	Attention or contact name field for 'ATTN:', 'C/O', etc.
234-236	3		Num	TAX PHONE AREA CODE	Phone number area code (blank if phone number is unknown)
237-243	7		Num	TAX PHONE NUMBER	Phone number (blank if unknown)

244-248	5		Char	TAX PHONE EXTENSION	Phone number extension (?if missing or unused)
249-251	3		Num	FAX AREA CODE	Area code for facsimile machine phone number
252-258	7		Num	FAX PHONE NUMBER	Facsimile machine phone number
259-293	35		Char	TAX ADDR LINE 1	First street address line of the U-I tax address (normal mailing address)
294-328	35		Char	TAX ADDR LINE 2	Second U-I street address line
329-358	30		Char	TAX ADDR CITY	U-I address city
359-360	2		Char	TAX ADDR STATE	U-I address state code
361-365	5		Char	TAX ADDR ZIP	U-I 5-digit zip code
366-369	4		Char	TAX ADDR ZIP EXT	U-I Zip+4 zip code extension
370-404	35		Char	PHYSICAL ADDR LINE 1	Employer physical location street address
405-439	35		Char	PHYSICAL ADDR LINE 2	Second line of employer physical location address
440-469	30		Char	PHYSICAL ADDR CITY	Physical location city
470-471	2		Char	PHYSICAL ADDR STATE	Physical location state
472-476	5		Char	PHYSICAL ADDR ZIP	Physical location zip code
477-480	4		Char	PHYSICAL ADDR ZIP EXT	Physical location zip code extension
481-515	35		Char	MAILING/OTHER-ADDR LINE 1	First line of mailing/other address block; if supplied, this will be forwarded to the Mailing/Other Address (MOA) File, rather than to the Micro File
516-550	35		Char	MAILING/OTHER ADDR LINE 2	Second mailing/other street address line
551-580	30		Char	MAILING/OTHER ADDR CITY	Mailing/other address city
581-582	2		Char	MAILING/OTHER ADDR STATE	Mailing/other address state code
583-587	5		Char	MAILING/OTHER ADDR ZIP	Mailing/other 5-digit zip code
588-591	4		Char	MAILING/OTHER ADDR ZIP EXT	Mailing/other 4-digit zip code extension
592-592	1		Char	MAILING/OTHER ADDR TYPE INDICATOR	Mailing/other address type indicator shows what kind of address is represented in the mailing/other address fields. Available options include: " " = default - information not available "1" = physical address "2" = mailing address - where mail goes directly to the unit and may include PO box and RFD addresses "3" = corporate central office mail address "9" = unknown/other
593-627	35		Char	STATE-USAGE	Free-form area for auxiliary use by the state. This area is not used by exportable system reports.

Quarterly File

1-10	10	Key	Num	UI ACCOUNT NUMBER	State Employment Security Agency U-I Account Number
11-15	5	Key	Num	REPORTING UNIT NUMBER	UI reporting unit number value is numeric rather than alpha-numeric format 00000 = Single and multi-worksite master accounts 00001 - 99998 = Worksite records
16-19	4		Num	YEAR	Year
20-20	1		Num	QTR	Quarter (1, 2, 3 or 4)
21-21	1		Num	STATUS	Activity status Send a "?". This field is set by dates in the Admin file
22-24	3		Num	COUNTY CODE	FIPS County code
25-25	1		Num	OWNERSHIP CODE	Ownership code 1 = Federal government 2 = State government 3 = Local government 5 = Private
26-31	6		Num	NAICS CODE	North American Industry Classification Standard Code
32-35	4		Num	SIC CODE	Standard Industry Classification Code
36-36	1		Num	TYPE COVERAGE CODE	Type of coverage 0 = Experience rated 1 = Reimbursable 2 = Employee taxable 3 = Employee reimbursable 8 = Non-covered (non-subject) 9 = Federal employer
37-39	3		Char	TOWN	Sub-county New England Township code
40-40	1		Num	AUXILIARY CODE	Auxiliary code 0 = Aux status not known 1 = Admin headquarters or D.P. 2 = Research and development 3 = Storage 5 = Not an auxiliary 9 = Auxiliary other
41-41	1		Num	MEEI CODE	Multiple Establishment Employer Identifier (MEEI) Code 1 = Single account 2 = Multi master account 3 = Worksite account 4 = Multi master refuses to report worksite detail (treat as a single account) 5 = Composite worksite (multiple locations, such as county-wide) 6 = Multi master treated as a single, since fewer than 10 persons are employed, total.
42-47	6		Deci	TAX RATE	Quarter's tax rate for the firm. This figure is used in the edit and estimation processes. Represent the units in decimal format (i.e. a rate of 2 1/4 would be sent as 2.25, decimal point included , for character the tax rate would be sent as 02.250)
48-58	11		Num	TOTAL WAGES	Total wages for quarter Do not include cents
59-69	11		Num	TAXABLE WAGES	Taxable wages for quarter Do not include cents

70-78	9		Num	CONTRIBUTIONS DUE	UI Contributions assessed for quarter Do not include cents
79-84	6		Num	MONTH 1 EMPLOYMENT	Month 1 employment
85-90	6		Num	MONTH 2 EMPLOYMENT	Month 2 employment
91-96	6		Num	MONTH 3 EMPLOYMENT	Month 3 employment
97-102	6		Num	MONTH 1 FEMALE EMP	Month 1 female employment
103-108	6		Num	MONTH 2 FEMALE EMP	Month 2 female employment
109-114	6		Num	MONTH 3 FEMALE EMP	Month 3 female employment
115-121	7		Num	GEOGRAPHIC CODE	Geographic area code (For use with Tiger or other geocoding systems)
122-127	6		Char	STATE USAGE QUARTERLY	Free-form (generally numeric) field for state-specific data; included on some reports

APPENDIX B.**SIX QUARTER INITIAL LOAD FORMAT****EXPO Compatible**

1- 10	10	Key	Num	UI ACCOUNT NUMBER	State Employment Security Agency U-I Account Number
11- 15	5	Key	Num	REPORTING UNIT NUMBER	UI reporting unit number value is numeric rather than alpha-numeric format 00000 = Single and multi-worksite master accounts 00001 - 99998 = Worksite records
16- 16	1		Num	CHECK DIGIT	Account number check digit (zero if check digit is not used)
17- 25	9		Num	EIN	Federal employer identification number
26- 60	35		Char	LEGAL NAME	Employer legal or corporate name
61- 95	35		Char	DBA TRADE NAME	Doing-business-as name (or trade name)
96- 96	1		Char	FILL	
97- 97	1		Char	SPECIAL INDICATOR	Special Account Classification Code (formerly Ext-class-code) ' ' = Standard Account 'T' = Indian Tribal Council 'L' = Employee Leasing Company
98-101	4		Char	AGENT CODE	State-defined 4-digit agent codes
102-102	1			FILL	
103-137	35		Char	PHYSICAL ADDR LINE 1	Employer physical location street address
138-172	35		Char	PHYSICAL ADDR LINE 2	Second line of employer physical location address
173-207	35		Char	REPORTING UNIT DESCRIPTION	Reporting unit description (to distinguish worksites in terms recognizable to the employer)
208-237	30		Char	PHYSICAL ADDR CITY	Physical location city
238-239	2		Char	PHYSICAL ADDR STATE	Physical location state
240-244	5		Char	PHYSICAL ADDR ZIP	Physical location zip code
245-248	4		Char	PHYSICAL ADDR ZIP EXT	Physical location zip code extension
249-250	2			FILL	
251-285	35		Char	ATTENTION/CONTACT NAME	Attention or contact name field for 'ATTN:', 'C/O', etc.
286-320	35		Char	TAX ADDR LINE 1	First street address line of the U-I tax address (normal mailing address)
321-355	35		Char	TAX ADDR LINE 2	Second U-I street address line
356-385	30		Char	TAX ADDR CITY	U-I address city
386-387	2		Char	TAX ADDR STATE	U-I address state code
388-392	5		Char	TAX ADDR ZIP	U-I 5-digit zip code
393-396	4		Char	TAX ADDR ZIP EXT	U-I Zip+4 zip code extension
397-431	35		Char	MAILING/OTHER-ADDR LINE 1	First line of mailing/other address block; if supplied, this will be forwarded to the Mailing/Other Address (MOA) File, rather

				than to the Micro File
432-466	35	Char	MAILING/OTHER ADDR LINE 2	Second mailing/other street address line
467-496	30	Char	MAILING/OTHER ADDR CITY	Mailing/other address city
497-498	2	Char	MAILING/OTHER ADDR STATE	Mailing/other address state code
499-503	5	Char	MAILING/OTHER ADDR ZIP	Mailing/other 5-digit zip code
504-507	4	Char	MAILING/OTHER ADDR ZIP EXT	Mailing/other 4-digit zip code extension
508-508	1		FILL	
509-511	3	Num	TAX PHONE AREA CODE	Phone number area code (blank if phone number is unknown)
512-518	7	Num	TAX PHONE NUMBER	Phone number (blank if unknown)
519-523	5	Char	TAX PHONE EXTENSION	Phone number extension (blank if missing or unused)
524-526	3	Num	FAX AREA CODE	Area code for facsimile machine phone number
527-533	7	Num	FAX PHONE NUMBER	Facsimile machine phone number
534-535	2		FILL	
536-543	8	Num	INPUT DATE	Date on which account was established on the Micro File (or on U-I Tax File; yyyyymmdd format)
544-551	8	Num	INITIAL LIABILITY DATE	Date of initial liability or worksite effective date (yyyyymmdd format)
552-559	8	Num	END LIABILITY DATE	End-of-liability (Termination) Date (yyyyymmdd format)
560-567	8	Num	REACTIVATION DATE	Date of reactivation (yyyyymmdd format)
568-577	10	Char	PRED UI ACCT NUMBER	Primary predecessor U-I account number (zero if no predecessor)
578-582	5	Num	PRED RPT UNIT NUMBER	Primary predecessor U-I account reporting unit number (zero if no predecessor) 99999 = Predecessor collapsed units
583-592	10	Char	SUCC UI ACCT NUMBER	Primary successor U-I account number (zero if no successor)
593-597	5	Num	SUCC RPT UNIT NUMBER	Primary successor U-I account reporting unit number (zero if no successor) 99999 = Successor breakout exists
598-631	34		FILL	
632-632	1	Char	ORG-TYPE-CODE	Private ownership organization type code (denotes structure of a private firm) 'C' = Corporation 'T' = Individual Proprietorship 'O' = Other Organization 'P' = Partnership ' ' = Unknown, or not a private ownership code
633-667	35	Char	STATE-USAGE	Free-form area for auxiliary use by the state. This area is not used by exportable system reports.
668-680	13		FILL	
681-685	133		QUARTERLY DATA	
681-684	4	Num	YEAR	Year
685-685	1	Num	QTR	Quarter (1, 2, 3 or 4)
686-686	1	Num	STATUS	Activity status 1 = Active 2 = Inactive

				9 = Pending
687-689	3	Num	COUNTY CODE	FIPS County code
690-691	2	Num	OWNERSHIP CODE	Ownership code 10 = Federal government 20 = State government 30 = Local government 50 = Private
692-697	6	Char	NAICS CODE	North American Industry Classification Standard Code
698-701	4	Char	SIC CODE	Standard Industry Classification Code
702-702	1	Num	TYPE COVERAGE CODE	Type of coverage 0 = Experience rated 1 = Reimbursable 2 = Employee taxable 3 = Employee reimbursable 8 = Non-covered (non-subject) 9 = Federal employer
703-705	3	Char	TOWN	Sub-county New England Township code
706-706	1		FILL	
707-713	7	Char	GEOGRAPHIC CODE	Geographic area code (For use with Tiger or other geocoding systems)
714-715	2	Char	FILL	
716-716	1	Num	AUXILIARY CODE	Auxiliary code 0 = Aux status not known 1 = Admin headquarters or D.P. 2 = Research and development 3 = Storage 5 = Not an auxiliary 9 = Auxiliary other
717-717	1	Num	MEEI CODE	Multiple Establishment Employer Identifier (MEEI) Code 1 = Single account 2 = Multi master account 3 = Worksite account 4 = Multi master refuses to report worksite detail (treat as a single account) 5 = Composite worksite (multiple locations, such as county-wide) 6 = Multi master treated as a single, since fewer than 10 persons are employed, total.
718-720	3	Char	FILL	
721-725	5	Num	TAX RATE	Quarter's tax rate for the firm. This figure is used in the edit and estimation processes. The units are thousandths of a percent or 100,000ths of the whole (e.g. 2.625% tax rate would be 02625).
726-731	6	Num	MONTH 1 EMPLOYMENT	Month 1 employment
732-732	1	Char	FILL	
733-738	6	Num	MONTH 2 EMPLOYMENT	Month 2 employment
739-739	1	Char	FILL	
740-745	6	Num	MONTH 3 EMPLOYMENT	Month 3 employment
746-746	1	Char	FILL	

747-752	6		Char	STATE USAGE QUARTERLY	Free-form (generally numeric) field for state-specific data; included on some reports
753-763	11		Num	TOTAL WAGES	Total wages for quarter
764-764	1		Char	FILL	
765-775	11		Num	TAXABLE WAGES	Taxable wages for quarter
776-776	1		Char	FILL	
777-785	9		Num	CONTRIBUTIONS DUE	UI Contributions assessed for quarter
786-792	7		Char	FILL	
793-904	112		Char	QTR-DATA(2)	Occurrence 2 (prior quarter)
905-1016	112		Char	QTR-DATA(3)	Occurrence 3
1017-1128	112		Char	QTR-DATA(4)	Occurrence 4
1129-1240	112		Char	QTR-DATA(5)	Occurrence 5
1241-1352	112		Char	QTR-DATA(6)	Occurrence 6

APPENDIX C.
ONE QUARTER FORMAT

WIN-202V4 File Format (modified)

1- 10	10	Key	Num	UI ACCOUNT NUMBER	State Employment Security Agency U-I Account Number
11- 15	5	Key	Num	REPORTING UNIT NUMBER	UI reporting unit number value is numeric rather than alpha-numeric format 00000 = Single and multi-worksite master accounts 00001 - 99998 = Worksite records
16- 16	1		Num	CHECK DIGIT	Account number check digit (zero if check digit is not used)
17- 25	9		Num	EIN	Federal employer identification number
26- 60	35		Char	LEGAL NAME	Employer legal or corporate name
61- 95	35		Char	DBA TRADE NAME	Doing-business-as name (or trade name)
96-130	35		Char	PHYSICAL ADDR LINE 1	Employer physical location street address
131-165	35		Char	REPORTING UNIT DESCRIPTION	Reporting unit description (to distinguish worksites in terms recognizable to the employer)
166-195	30		Char	PHYSICAL ADDR CITY	Physical location city
196-197	2		Char	PHYSICAL ADDR STATE	Physical location state
198-202	5		Char	PHYSICAL ADDR ZIP	Physical location zip code
203-206	4		Char	PHYSICAL ADDR ZIP EXT	Physical location zip code extension
207-210	4		Char	FILL	
211-245	35		Char	ATTENTION/CONTACT NAME	Attention or contact name field for 'ATTN:', 'C/O', etc.
246-280	35		Char	TAX ADDR LINE 1	First street address line of the U-I tax address (normal mailing address)
281-315	35		Char	TAX ADDR LINE 2	Second U-I street address line
316-345	30		Char	TAX ADDR CITY	U-I address city
346-347	2		Char	TAX ADDR STATE	U-I address state code
348-352	5		Char	TAX ADDR ZIP	U-I 5-digit zip code
353-356	4		Char	TAX ADDR ZIP EXT	U-I Zip+4 zip code extension
357-359	3		Num	TAX PHONE AREA CODE	Phone number area code (blank if phone number is unknown)
360-366	7		Num	TAX PHONE NUMBER	Phone number (blank if unknown)
367-371	5		Char	TAX PHONE EXTENSION	Phone number extension (blank if missing or unused)
372-372	1		Char	FILL	
373-380	8		Num	INITIAL LIABILITY DATE	Date of initial liability or worksite effective date (yyyymmdd format)
381-388	8		Num	END LIABILITY DATE	End-of-liability (Termination) Date (yyyymmdd format)
389-398	10		Char	PRED UI ACCT NUMBER	Primary predecessor U-I account number (zero if no predecessor)

399-403	5	Num	PRED RPT UNIT NUMBER	Primary predecessor U-I account reporting unit number (zero if no predecessor) 99999 = Predecessor collapsed units
404-413	10	Char	SUCC UI ACCT NUMBER	Primary successor U-I account number (zero if no successor)
414-418	5	Num	SUCC RPT UNIT NUMBER	Primary successor U-I account reporting unit number (zero if no successor) 99999 = Successor breakout exists
419-425	7	Char	GEOGRAPHIC CODE	Geographic area code (For use with Tiger or other geocoding systems)
426-435	10		FILL	
436-439	4	Num	YEAR	Year
440-440	1	Num	QTR	Quarter (1, 2, 3 or 4)
441-441	1	Num	STATUS	Activity status 1 = Active 2 = Inactive 9 = Pending
442-444	3	Num	COUNTY CODE	FIPS County code
445-446	2	Char	FILL	
447-448	2	Num	OWNERSHIP CODE	Ownership code 10 = Federal government 20 = State government 30 = Local government 50 = Private
449-452	4	Char	SIC CODE	Standard Industry Classification Code
453-453	1	Num	TYPE COVERAGE CODE	Type of coverage 0 = Experience rated 1 = Reimbursable 2 = Employee taxable 3 = Employee reimbursable 8 = Non-covered (non-subject) 9 = Federal employer
454-456	3	Char	TOWN	Sub-county New England Township code
457-457	1	Num	AUXILIARY CODE	Auxiliary code 0 = Aux status not known 1 = Admin headquarters or D.P. 2 = Research and development 3 = Storage 5 = Not an auxiliary 9 = Auxiliary other
458-458	1	Num	MEEI CODE	Multiple Establishment Employer Identifier (MEEI) Code 1 = Single account 2 = Multi master account 3 = Worksite account 4 = Multi master refuses to report worksite detail (treat as a single account) 5 = Composite worksite (multiple locations, such as county-wide) 6 = Multi master treated as a single, since fewer than 10 persons are employed, total.
459-461	3		FILL	
462-466	5	Num	TAX RATE	Quarter's tax rate for the firm. This figure is used in the edit and estimation processes. The units are thousandths of a percent or 100,000ths of the whole (e.g. 2.625% tax rate would be 02625).

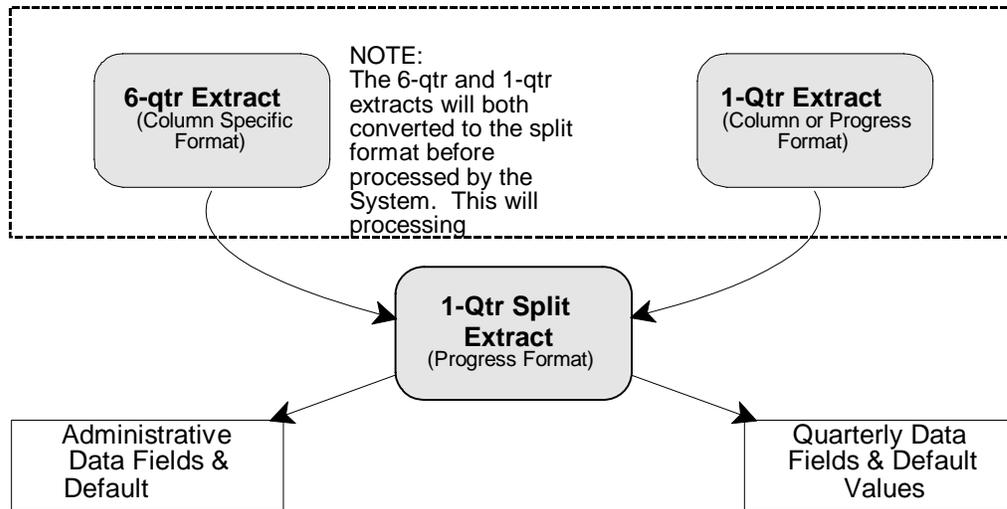
WIN-202 Extract Guide

467-472	6	Num	MONTH 1 EMPLOYMENT	Month 1 employment
473-473	1	Char	FILL	
474-479	6	Num	MONTH 2 EMPLOYMENT	Month 2 employment
480-480	1	Char	FILL	
481-486	6	Num	MONTH 3 EMPLOYMENT	Month 3 employment
487-487	1	Char	FILL	
488-493	6	Num	MONTH 1 FEMALE EMP	Month 1 female employment
494-494	1	Char	FILL	
495-500	6	Num	MONTH 2 FEMALE EMP	Month 2 female employment
501-501	1	Char	FILL	
502-507	6	Num	MONTH 3 FEMALE EMP	Month 3 female employment
508-508	1	Char	FILL	
509-521	13	Num	TOTAL WAGES	Total wages for quarter
522-522	1	Char	FILL	
523-535	13	Num	TAXABLE WAGES	Taxable wages for quarter
536-536	1	Char	FILL	
537-547	11	Num	CONTRIBUTIONS DUE	UI Contributions assessed for quarter
548-550	3	Char	FILL	
551-585	35	Char	PHYSICAL ADDR LINE 2	Second line of employer physical location address
586-586	1	Char	SPECIAL INDICATOR	Special Account Classification Code (formerly Ext-class-code) ' ' = Standard Account 'T' = Indian Tribal Council 'L' = Employee Leasing Company
587-590	4	Char	AGENT CODE	State-defined 4-digit agent codes
591-625	35	Char	MAILING/OTHER-ADDR LINE 1	First line of mailing/other address block; if supplied, this will be forwarded to the Mailing/Other Address (MOA) File, rather than to the Micro File
626-660	35	Char	MAILING/OTHER ADDR LINE 2	Second mailing/other street address line
661-690	30	Char	MAILING/OTHER ADDR CITY	Mailing/other address city
691-692	2	Char	MAILING/OTHER ADDR STATE	Mailing/other address state code
693-697	5	Char	MAILING/OTHER ADDR ZIP	Mailing/other 5-digit zip code
698-701	4	Char	MAILING/OTHER ADDR ZIP EXT	Mailing/other 4-digit zip code extension
702-704	3	Num	FAX AREA CODE	Area code for facsimile machine phone number
705-711	7	Num	FAX PHONE NUMBER	Facsimile machine phone number
712-719	8	Num	INPUT DATE	Date on which account was established on the Micro File (or on U-I Tax File; yyyyymmdd format)
720-727	8	Num	REACTIVATION DATE	Date of reactivation (yyyyymmdd format)
728-728	1	Char	ORG-TYPE-CODE	Private ownership organization type code (denotes structure of a private firm)

					'C' = Corporation 'T' = Individual Proprietorship 'O' = Other Organization 'P' = Partnership ' ' = Unknown, or not a private ownership code
729-734	6		Char	NAICS CODE	North American Industry Classification Standard Code
735-769	35		Char	STATE-USAGE	Free-form area for auxiliary use by the state. This area is not used by exportable system reports.
770-775	6		Char	STATE USAGE QUARTERLY	Free-form (generally numeric) field for state-specific data; included on some reports

Note: All shaded items have been added or modified from the previous version. If you use this format, please adjust accordingly.

APPENDIX D.
FORMAT EXAMPLES



UI ACCOUNT NUMBER	INT	10	(REQUI RED)
REPORTING UNIT NUMBER	INT	5	(REQUI RED)
CHECK DIGIT	INT	1	0
EIN	INT	9	?
LEGAL NAME	CHR	35	?
DBA TRADE NAME	CHR	35	?
SPECIAL INDICATOR	CHR	1	?
INPUT DATE	INT	8	? YYYYMMDD
INITIAL LIABILITY DATE	INT	8	? YYYYMMDD
END LIABILITY DATE	INT	8	? YYYYMMDD
REACTIVATION DATE	INT	8	? YYYYMMDD
PREDECESSOR ACCT NO	INT	10	?
PREDECESSOR RPT UNIT #	INT	5	?
SUCCESSOR ACCT NO	INT	10	?
SUCCESSOR RPT UNIT NO	INT	5	?
ORGANIZATION TYPE CODE	CHR	1	?
AGENT CODE	INT	4	?
REPORTING UNIT DESCR	CHR	35	?
ATTENTION/CONTACT NAME	CHR	35	?
TAX PHONE AREA CODE	INT	3	?
TAX PHONE NUMBER	INT	7	?
TAX PHONE EXTENSION	INT	5	?
FAX AREA CODE	INT	3	?
FAX PHONE NUMBER	INT	7	?
TAX ADDR LINE 1	CHR	35	?
TAX ADDR LINE 2	CHR	35	?
TAX ADDR CITY	CHR	30	?
TAX ADDR STATE	CHR	2	?
TAX ADDR ZIP	CHR	5	?
TAX ADDR ZIP EXT	CHR	4	?
PHYSICAL ADDR LINE 1	CHR	35	?
PHYSICAL ADDR LINE 2	CHR	35	?
PHYSICAL ADDR CITY	CHR	30	?
PHYSICAL ADDR STATE	CHR	2	?
PHYSICAL ADDR ZIP	CHR	5	?
PHYSICAL ADDR ZIP EXT	CHR	4	?
MAILING ADDR LINE 1	CHR	35	?
MAILING ADDR LINE 2	CHR	35	?
MAILING ADDR CITY	CHR	30	?
MAILING ADDR STATE	CHR	2	?
MAILING ADDR ZIP	CHR	5	?
MAILING ADDR ZIP EXT	CHR	4	?
MAILING ADDR TYPE IND	CHR	1	?

STATE USE (CHARACTER) CHR 35 ?

UI ACCOUNT NUMBER	INT	10	(REQUI RED)
REPORTING UNIT NUMBER	INT	5	(REQUI RED)
YEAR	INT	4	(REQUI RED)
QUARTER	INT	1	(REQUI RED)
STATUS CODE	INT	1	1
COUNTY CODE	INT	3	
OWNERSHIP CODE	INT	2	?
NAICS CODE	INT	6	?
SIC CODE	INT	4	?
TYPE COVERAGE CODE	INT	1	?
TOWN CODE	INT	3	?
AUXILIARY CODE	INT	1	0
MEEI CODE	INT	1	?
TAX RATE	DEC	6	?
TOTAL WAGES	DEC	11	?
TAXABLE WAGES	DEC	11	?
CONTRIBUTIONS DUE	DEC	11	?
MONTH 1 EMPLOYMENT	INT	6	?
MONTH 2 EMPLOYMENT	INT	6	?
MONTH 3 EMPLOYMENT	INT	6	?
MONTH 1 FEMALE EMP	INT	6	?
MONTH 2 FEMALE EMP	INT	6	?
MONTH 3 FEMALE EMP	INT	6	?
STATE USE (NUMERIC)	INT	6	?

Administrative Data Fields & Sample Values

UI ACCOUNT NUMBER 000009903
 REPORTING UNIT NUMBER 00001
 CHECK DIGIT 0
 EIN 000456789
 LEGAL NAME SOME COMPANY NAME
 DBA TRADE NAME SOME COMPANY DBA NAME
 SPECIAL INDICATOR
 INPUT DATE 01/01/96
 INITIAL LIABILITY DATE 01/01/96
 END LIABILITY DATE
 REACTIVATION DATE
 PREDECESSOR ACCT NO 000008111
 PREDECESSOR RPT UNIT # 00001
 SUCCESSOR ACCT NO
 SUCCESSOR RPT UNIT NO
 ORGANIZATION TYPE CODE I
 AGENT CODE 0102
 REPORTING UNIT DESCR
 ATTENTION/CONTACT NAME JOE CONTACT
 TAX PHONE AREA CODE 207
 TAX PHONE NUMBER 5551111
 TAX PHONE EXTENSION 00123
 FAX AREA CODE
 FAX PHONE NUMBER
 TAX ADDR LINE 1 TAX ADDR LINE 1
 TAX ADDR LINE 2 TAX ADDR LINE 2
 TAX ADDR CITY AUGUSTA
 TAX ADDR STATE ME
 TAX ADDR ZIP 04330
 TAX ADDR ZIP EXT 0000
 PHYSICAL ADDR LINE 1 PHYS ADDR STREET
 PHYSICAL ADDR LINE 2
 PHYSICAL ADDR CITY AUGUSTA
 PHYSICAL ADDR STATE ME
 PHYSICAL ADDR ZIP 04330
 PHYSICAL ADDR ZIP EXT 0000
 MAILING ADDR LINE 1
 MAILING ADDR LINE 2
 MAILING ADDR CITY
 MAILING ADDR STATE
 MAILING ADDR ZIP
 MAILING ADDR ZIP EXT
 MAILING ADDR TYPE IND
 GEOGRAPHIC CODE
 STATE USE (CHARACTER)

Column Specific Format :

```

000009903000010000456789SOME COMPANY NAME SOME COMPANY DBA NAME
|-----|---|-----|-----|-----|-----|-----|-----|
1996010119960101 00000811100001 I0102
|-----|-----|-----|-----|-----|-----|-----|-----|
JOE CONTACT 207555111100123 TAX ADDR LINE 1
|-----|-----|-----|-----|-----|-----|-----|-----|
TAX ADDR LINE 2 AUGUSTA ME043300000PHYS ADDR STRE
|-----|-----|-----|-----|-----|-----|-----|-----|
AUGUSTA ME04330000
|-----|-----|-----|-----|-----|-----|-----|-----|
0
|-----|-----|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|-----|-----|

```

Progress Ready Format :

```

9903 1 0 456789 "SOME COMPANY NAME" "SOME COMPANY DBA NAME" ? 19960101 19960101 ? ? 8111 1 ? ?
"I" 102 "?" "JOE CONTACT" 207 5551111 12 ? ? "TAX ADDR LINE 1" "TAX ADDR LINE 2" "AUGUSTA" "ME"
"04330" "0000" "PHYS ADDR STREET" "?" "AUGUSTA" "ME" "04330" "0000" "?" "?" "?" "?" "?" "?" ? ?
"?"

```

Quarterly Data Fields & Sample Values

UI ACCOUNT NUMBER 000009903
 REPORTING UNIT NUMBER 00001
 YEAR 1996
 QUARTER 1
 STATUS CODE 1
 COUNTY CODE 011
 OWNERSHIP CODE 50
 NAICS CODE 3000062000025000025000024
 SIC CODE 2095
 TYPE COVERAGE CODE 0
 TOWN CODE 236
 AUXILIARY CODE 0
 MEEI CODE 1
 TAX RATE 02800
 TOTAL WAGES 52369.23
 TAXABLE WAGES 50456.12
 CONTRIBUTIONS DUE 1343.89
 MONTH 1 EMPLOYMENT 63
 MONTH 2 EMPLOYMENT 63
 MONTH 3 EMPLOYMENT 62
 MONTH 1 FEMALE EMP 25
 MONTH 2 FEMALE EMP 25
 MONTH 3 FEMALE EMP 24
 STATE USE (NUMERIC)

Column Specific Format :

```

00000099030000119961101150      20950236010280000052369.2300050456.12001343.8900006300006
|-----|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
3000062000025000025000024
|----|----|----|----|----|
  
```

Progress Ready Format :

```

9903 1 1996 1 "011" 50 ? 2095 0 236 0 1 2.8 52369.23 50456.12 1343.89 63 63 62 25 25 24 ?
  
```

Note The tax rate should be 6 digits including the decimal point for the column specific format e.g. 02.800. The decimal point should also be included in the progress ready format as in the example above.

APPENDIX E.
CODE SAMPLES

Pseudo-Code.

Initial & Quarterly Extract

```
Begin quarter = {user specified quarter}.
current quarter = {user specified quarter}.
For each employer:
  IF (employer is active) OR
    (employer became inactive during the current quarter)
  Then Do:

    Create admin record.
    Write UI Account Number to admin record.
    Write Reporting Unit Number to admin record.
    For each admin data field:
      IF (value is low-values) OR
        (value is system specific indicating undefined)
      Then Write "?" to field
      Else Write value to field.
    End. /* For each */
    Output admin record.

  For each quarter starting with begin quarter:
    Create quarterly record.
    Write UI Account Number to quarterly output record.
    Write Reporting Unit Number to quarterly output record.
    Write Year to quarterly output record.
    Write Quarter to quarterly output record.
    For each quarterly data field:
      IF (tax system value is low-values) OR
        (value is system specific indicating undefined)
      Then Write "?" to field
      Else Write value to field.
    End. /* for each */
    Output quarterly record.
  End. /* for each quarter */

End. /* then do */
End. /* for each employer */
```

Transaction Extract

```
Begin Date = {user specified date}
For each employer:
  If Admin data changed {created or modified} after begin date
  Then do:
    Create admin record.
    For each admin data field:
      IF (value is low-values) OR
        (value is system specific indicating undefined)
      Then Write "?" to field
      Else Write value to field.
    End. /* For each */
    Output admin record.
  End. /* then do */

For each quarter:
  If quarterly data changed {created or modified} after begin date
  Then do:
    Create quarterly record.
    For each quarterly data field:
      IF (value is low-values)
        (value is system specific indicating undefined)
      Then Write "?" to field
      Else Write value to field.
```

```
        End. /* for each */  
      Output quarterly record.  
    End. /* then do */  
  End. /* for each quarter */  
End. /* for each employer */
```

COBOL Format.

```

*      INPUT ONE-QUARTER SPLIT FORMAT                10/08/96
*      ADMIN          -- 734BYTES
*      QUARTERLY     -- 162BYTES
*
FILE SECTION.
FD      ADMIN-EXTRACT-FILE
        RECORD CONTAINS 734 CHARACTERS
        BLOCK CONTAINS 1468 CHARACTERS
        LABEL RECORDS ARE STANDARD
        DATA RECORD IS WS-ADMIN.
01      WS-ADMIN                                PIC X(734).
*
FD      QTRLY-EXTRACT-FILE
        RECORD CONTAINS 162 CHARACTERS
        BLOCK CONTAINS 1944 CHARACTERS
        LABEL RECORDS ARE STANDARD
        DATA RECORD IS WS-QTRLY.
01      WS-QTRLY                                PIC X(162).
*
WORKING-STORAGE SECTION.
01      ADMIN-OUTPUT-REC.
        05      FILL                                PIC X VALUE SPACES.
        05      UI-ACCOUNT-NUMBER                  PIC 9(10).
        05      FILL                                PIC X VALUE SPACES.
        05      REPORTING-UNIT-NUMBER              PIC 9(05).
        05      FILL                                PIC X VALUE SPACES.
        05      CHECK-DIGIT                        PIC 9.
        05      FILL                                PIC X VALUE SPACES.
        05      EIN                                PIC 9(9).
        05      EIN-UNDEFINED REDEFINES EIN        PIC X(9).
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      LEGAL-NAME                          PIC X(35).
        05      FILL                                PIC X VALUE QUOTES.
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      DBA-TRADE-NAME                     PIC X(35).
        05      FILL                                PIC X VALUE QUOTES.
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      SPECIAL INDICATOR                  PIC X.
        05      FILL                                PIC X VALUE QUOTES.
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      INPUT-DATE.
            10      YEAR                            PIC 9999.
            10      MONTH                          PIC 99.
            10      DAY                            PIC 99.
        05      INPUT-DATE-UNDEFINED REDEFINES INPUT-DATE PIC X(8).
        05      FILL                                PIC X VALUE QUOTES.
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      INITIAL-LIABILITY-DATE.
            10      YEAR                            PIC 9999.
            10      MONTH                          PIC 99.
            10      DAY                            PIC 99.
        05      INIT-LIAB-DATE-UNDEF REDEFINES INITIAL-LIABILITY-DATE AS PIC X(8).
        05      FILL                                PIC X VALUE QUOTES.
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      END-LIABILITY-DATE.
            10      YEAR                            PIC 9999.
            10      MONTH                          PIC 99.
            10      DAY                            PIC 99.
        05      END-LIAB-DATE-UNDEF REDEFINES END-LIABILITY-DATE AS PIC X(8).
        05      FILL                                PIC X VALUE QUOTES.
        05      FILL                                PIC X VALUE SPACES.
        05      FILL                                PIC X VALUE QUOTES.
        05      REACTIVATION-DATE.

```

```

10     YEAR                      PIC 9999.
10     MONTH                     PIC 99.
10     DAY                       PIC 99.
05 REACT-DATE-UNDEFINED REDEFINES REACTIVATION-DATE AS PIC X(8).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 PRED-UI-ACCT-NO              PIC 9(10).
05 PRED-ACCT-UNDEF REDEFINES PRED-UI-ACCT-NO          PIC X(10).
05 FILL                          PIC X VALUE SPACES.
05 PRED-RPT-UNIT-NO            PIC 9(05).
05 PRED-RPT-UNDEF REDEFINES PRED-RPT-UNIT-NO          PIC X(05).
05 FILL                          PIC X VALUE SPACES.
05 SUCC-UI-ACCT-NO             PIC 9(10).
05 SUCC-ACCT-UNDEF REDEFINES SUCC-UI-ACCT-NO          PIC X(10).
05 FILL                          PIC X VALUE SPACES.
05 SUCC-RPT-UNIT-NO            PIC 9(05).
05 SUCC-RPT-UNDEF REDEFINES SUCC-RPT-UNIT-NO          PIC X(05).
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 ORG-TYPE-CODE                PIC X.
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 AGENT CODE                   PIC X(04).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 REPORTING-UNIT-DESCRIPTION PIC X(35).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 ATTENTION/CONTACT-NAME      PIC X(35).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 TAX-PHONE-AREA-CODE         PIC 9(03).
05 AREA-CODE-UNDEF REDEFINES TAX-PHONE-AREA-CODE     PIC X(03).
05 FILL                          PIC X VALUE SPACES.
05 TAX-PHONE-NUMBER           PIC 9(07).
05 PHONE-NO-UNDEF REDEFINES TAX-PHONE-NUMBER         PIC X(07).
05 FILL                          PIC X VALUE SPACES.
05 TAX-PHONE-EXTENSION        PIC 9(05).
05 PHONE-EXT-UNDEF REDEFINES TAX-PHONE-EXTENSION     PIC X(05).
05 FILL                          PIC X VALUE SPACES.
05 FAX-AREA-CODE              PIC 9(03).
05 FAX-AREA-UNDEF REDEFINES FAX-AREA-CODE             PIC X(03).
05 FILL                          PIC X VALUE SPACES.
05 FAX-PHONE-NUMBER           PIC 9(07).
05 FAX-PHONE-UNDEF REDEFINES FAX-PHONE-NUMBER        PIC X(07).
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 TAX-ADDR-LINE-1            PIC X(35).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 TAX-ADDR-LINE-2            PIC X(35).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 TAX-ADDR-CITY              PIC X(30).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 TAX-ADDR-STATE             PIC X(02).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 TAX-ADDR-ZIP               PIC X(05).
05 FILL                          PIC X VALUE QUOTES.
05 FILL                          PIC X VALUE SPACES.
05 FILL                          PIC X VALUE QUOTES.
05 TAX-ADDR-ZIP-EXT           PIC X(04).
05 FILL                          PIC X VALUE QUOTES.

```

05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	PHYSICAL-ADDR-LINE-1	PIC X(35).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	PHYSICAL-ADDR-LINE-2	PIC X(35).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	PHYSICAL-ADDR-CITY	PIC X(30).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	PHYSICAL-ADDR-STATE	PIC X(02).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	PHYSICAL-ADDR-ZIP	PIC X(05).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	PHYSICAL-ADDR-ZIP-EXT	PIC X(04).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-LINE-1	PIC X(35).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-LINE-2	PIC X(35).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-CITY	PIC X(30).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-STATE	PIC X(02).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-ZIP	PIC X(05).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-ZIP-EXT	PIC X(04).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	MAILING-ADDR-TYPE-INDICATOR	PIC X.
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
05	FILL	PIC X VALUE QUOTES.
05	STATE-USAGE-ADMIN	PIC X(35).
05	FILL	PIC X VALUE QUOTES.
05	FILL	PIC X VALUE SPACES.
*		
01	QTRLY-OUTPUT-REC.	
05	FILL	PIC X VALUE SPACES.
05	UI-ACCOUNT-NUMBER	PIC 9(10).
05	FILL	PIC X VALUE SPACES.
05	REPORTING-UNIT-NUMBER	PIC 9(05).
05	FILL	PIC X VALUE SPACES.
05	YEAR	PIC 9(04).
05	FILL	PIC X VALUE SPACES.
05	QTR	PIC 9.
05	FILL	PIC X VALUE SPACES.
05	STATUS-CODE	PIC 9.
05	STATUS-CODE-UNDEF REDEFINES STATUS-CODE	PIC X.
05	FILL	PIC X VALUE SPACES.
05	COUNTY-CODE	PIC 9(03).

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05 COUNTY-CODE-UNDEF REDEFINES COUNTY-CODE PIC X(03).
05 FILL PIC X VALUE SPACES.
05 OWNERSHIP-CODE PIC 9(02).
05 OWNERSHIP-CODE-UNDEF REDEFINES OWNERSHIP-CODE PIC X(02).
05 FILL PIC X VALUE SPACES.
05 FILL PIC X VALUE QUOTES.
05 NAICS-CODE PIC X(06).
05 FILL PIC X VALUE QUOTES.
05 FILL PIC X VALUE SPACES.
05 FILL PIC X VALUE QUOTES.
05 SIC-CODE PIC X(04).
05 FILL PIC X VALUE QUOTES.
05 FILL PIC X VALUE SPACES.
05 TYPE-COVERAGE-CODE PIC 9.
05 TYPE-COV-UNDEF REDEFINES TYPE-COVERAGE-CODE PIC X.
05 FILL PIC X VALUE SPACES.
05 FILL PIC X VALUE QUOTES.
05 TOWN PIC X(03).
05 FILL PIC X VALUE SPACES.
05 AUXILIARY-CODE PIC 9.
05 AUX-CODE-UNDEF REDEFINES AUXILIARY-CODE PIC X.
05 FILL PIC X VALUE SPACES.
05 MEEI-CODE PIC 9.
05 MEEI-CODE-UNDEF REDEFINES MEEI-CODE PIC X.
05 FILL PIC X VALUE SPACES.
05 TAX-RATE PIC 99V999.
05 FILL PIC X VALUE SPACES.
05 MONTH-1-EMPLOYMENT PIC 9(06).
05 MONTH-1-EMP-UNDEF REDEFINES MONTH-1-EMPLOYMENT PIC X(6).
05 FILL PIC X VALUE SPACES.
05 MONTH-2-EMPLOYMENT PIC 9(06).
05 MONTH-2-EMP-UNDEF REDEFINES MONTH-2-EMPLOYMENT PIC X(6).
05 FILL PIC X VALUE SPACES.
05 MONTH-3-EMPLOYMENT PIC 9(06).
05 MONTH-3-EMP-UNDEF REDEFINES MONTH-3-EMPLOYMENT PIC X(6).
05 FILL PIC X VALUE SPACES.
05 MONTH-1-FEMALE-EMP PIC 9(06).
05 MONTH-1-FEM-UNDEF REDEFINES MONTH-1-FEMALE-EMP PIC X(6).
05 FILL PIC X VALUE SPACES.
05 MONTH-2-FEMALE-EMP PIC 9.
05 MONTH-2-FEM-UNDEF REDEFINES MONTH-2-FEMALE-EMP PIC X(6).
05 FILL PIC X VALUE SPACES.
05 MONTH-3-FEMALE-EMP PIC 9(06).
05 MONTH-3-FEM-UNDEF REDEFINES MONTH-3-FEMALE-EMP PIC X(6).
05 FILL PIC X VALUE SPACES.
05 TOTAL-WAGES PIC S9(9)V99.
05 TOTAL-WAGES-UNDEF REDEFINES TOTAL-WAGES PIC X(13).
05 FILL PIC X VALUE SPACES.
05 TAXABLE-WAGES PIC S9(9)V99.
05 TAXABLE-WAGES-UNDEF REDEFINES TAXABLE-WAGES PIC X(13).
05 FILL PIC X VALUE SPACES.
05 CONTRIBUTIONS-DUE PIC S9(7)V99.
05 CONTRIB-DUE-UNDEF REDEFINES CONTRIBUTIONS-DUE PIC X(11).
05 FILL PIC X VALUE SPACES.
05 FILL PIC X VALUE QUOTES.
05 GEOGRAPHIC-CODE PIC X(07).
05 FILL PIC X VALUE QUOTES.
05 FILL PIC X VALUE SPACES.
05 FILL PIC X VALUE QUOTES.
05 STATE-USAGE-QUARTERLY PIC X(06).
05 FILL PIC X VALUE QUOTES.
05 FILL PIC X VALUE SPACES.
*
*****
* {OPEN OUTPUT FILES}
*
* {FOR EACH APPLICABLE EMPLOYER: }
*
INITIALIZE ADMIN-OUTPUT-REC.
MOVE {ACCOUNT-NUMBER} TO UI-ACCOUNT-NUMBER OF ADMIN-OUTPUT-REC.
MOVE {REPORTING-UNIT-NUM} TO REPORTING-UNIT-NUMBER OF ADMIN-OUTPUT-REC.
MOVE 0 TO CHECK-DIGIT. {UNLESS USED BY YOUR STATE}

```

```

MOVE "?" TO EIN-UNDEFINED.
MOVE "?" TO LEGAL-NAME.
MOVE "?" TO DBA-TRADE-NAME.
MOVE "?" TO SPECIAL INDICATOR.
MOVE "?" TO INPUT-DATE-UNDEFINED.
MOVE "?" TO INIT-LIAB-DATE-UNDEF.
MOVE "?" TO END-LIAB-DATE-UNDEF.
MOVE "?" TO REACT-DATE-UNDEFINED.
MOVE "?" TO PRED-ACCT-UNDEF.
MOVE "?" TO PRED-RPT-UNDEF.
MOVE "?" TO SUCC-ACCT-UNDEF.
MOVE "?" TO SUCC-RPT-UNDEF.
MOVE "?" TO ORG-TYPE-CODE.
MOVE "?" TO AGENT CODE.
MOVE "?" TO REPORTING-UNIT-DESCRIPTION.
MOVE "?" TO ATTENTION/CONTACT-NAME.
MOVE "?" TO AREA-CODE-UNDEF.
MOVE "?" TO PHONE-NO-UNDEF.
MOVE "?" TO PHONE-EXT-UNDEF.
MOVE "?" TO FAX-AREA-UNDEF.
MOVE "?" TO FAX-PHONE-UNDEF.
MOVE "?" TO TAX-ADDR-LINE-1.
MOVE "?" TO TAX-ADDR-LINE-2.
MOVE "?" TO TAX-ADDR-CITY.
MOVE "?" TO TAX-ADDR-STATE.
MOVE "?" TO TAX-ADDR-ZIP.
MOVE "?" TO TAX-ADDR-ZIP-EXT.
MOVE "?" TO PHYSICAL-ADDR-LINE-1.
MOVE "?" TO PHYSICAL-ADDR-LINE-2.
MOVE "?" TO PHYSICAL-ADDR-CITY.
MOVE "?" TO PHYSICAL-ADDR-STATE.
MOVE "?" TO PHYSICAL-ADDR-ZIP.
MOVE "?" TO PHYSICAL-ADDR-ZIP-EXT.
MOVE "?" TO MAILING-ADDR-LINE-1.
MOVE "?" TO MAILING-ADDR-LINE-2.
MOVE "?" TO MAILING-ADDR-CITY.
MOVE "?" TO MAILING-ADDR-STATE.
MOVE "?" TO MAILING-ADDR-ZIP.
MOVE "?" TO MAILING-ADDR-ZIP-EXT.
MOVE "?" TO MAILING-ADDR-TYPE-INDICATOR.

MOVE "?" TO STATE-USAGE-ADMIN.
MOVE {CURRENT OR CHANGED VALUES} TO APPLICABLE FIELDS.
MOVE ADMIN-OUTPUT-REC TO WS-ADMIN.
WRITE WS-ADMIN.

```

```

*
* {FOR EACH APPLICABLE QUARTER OF EMPLOYER: }
*

```

```

INITIALIZE QTRLY-OUTPUT-REC.
MOVE {ACCOUNT-NUMBER} TO UI-ACCOUNT-NUMBER OF QTRLY-OUTPUT-REC.
MOVE {REPORTING-UNIT-NUM} TO REPORTING-UNIT-NUMBER OF QTRLY-OUTPUT-REC.
MOVE {YEAR} TO YEAR.
MOVE {QTR} TO QTR.
MOVE "?" TO STATUS-CODE-UNDEF.
MOVE "?" TO COUNTY-CODE-UNDEF.
MOVE "?" TO OWNERSHIP-CODE-UNDEF.
MOVE "?" TO NAICS-CODE.
MOVE "?" TO SIC-CODE.
MOVE "?" TO TYPE-COV-UNDEF.
MOVE "?" TO TOWN.
MOVE "?" TO AUX-CODE-UNDEF.
MOVE "?" TO MEEI-CODE-UNDEF.
MOVE "?" TO TAX-RATE.
MOVE "?" TO MONTH-1-EMP-UNDEF.
MOVE "?" TO MONTH-2-EMP-UNDEF.
MOVE "?" TO MONTH-3-EMP-UNDEF.
MOVE "?" TO MONTH-1-FEM-UNDEF.
MOVE "?" TO MONTH-2-FEM-UNDEF.
MOVE "?" TO MONTH-3-FEM-UNDEF.
MOVE "?" TO TOTAL-WAGES-UNDEF.
MOVE "?" TO TAXABLE-WAGES-UNDEF.
MOVE "?" TO CONTRIB-DUE-UNDEF.

```

```
MOVE "?" TO GEOGRAPHIC-CODE.  
MOVE "?" TO STATE-USAGE-QUARTERLY.  
MOVE {CURRENT OR CHANGED VALUES} TO APPLICABLE FIELDS.  
MOVE QTRLY-OUTPUT-REC TO WS-QTRLY.  
WRITE WS-QTRLY.
```

```
*  
* {CLOSE OUTPUT FILES}  
*
```