

**NDNH W-4 Output Record Layouts**

<b>CHART H-1: NDNH W-4 OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS</b>				
Field Name	Location	Length	A/N	Comments
<b>W-4 TRANSMISSION CONTROL RECORD</b>				
Record Identifier	1-2	2	A/N	This field is equal to the characters 'R4', identifying the record as the header record containing returning W-4 data.
Transmitter State Code	3-4	2	N	This field contains the information that was submitted on the input record.
Transmitter Agency Code	5-13	9	A/N	This field contains the information that was submitted on the input record.
Transmission Type	14-15	2	A/N	'W4'
Department of Defense Code	16	1	A/N	This field contains the information that was submitted on the input record.
Version Control Number	17-18	2	A/N	'01'
Date Stamp	19-26	8	N	This field contains the information that was submitted on the input record.
Batch Number	27-32	6	N	This field contains the information that was submitted on the input record.
Records Received	33-43	11	N	This is the total number of records received in the transmission, including the header and trailer records.
Records Rejected	44-54	11	N	This is the total number of records rejected in the transmission.
Error Records Returned	55-65	11	N	This is the total number of W-4 records with errors returned in the transmission.
Records Posted to NDNH	66-76	11	N	This is the total number of W-4 records in the transmission that were posted to the NDNH W-4 File.
Records Posted to Unverified	77-87	11	N	This is the total number of W-4 records in the transmission that were posted to the NDNH W-4 Unverified File.
Batch Error Code 1	88-91	4	A/N	Refer to the Chart E-1, "NDNH W-4 Error and Warning Codes", in this document for the error and warning codes and their explanation.
Batch Error Code 2	92-95	4	A/N	
Batch Error Code 3	96-99	4	A/N	

<b>CHART H-1: NDNH W-4 OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS</b>				
Field Name	Location	Length	A/N	Comments
Batch Error Code 4	100-103	4	A/N	
Batch Error Code 5	104-107	4	A/N	
Filler	108-157	50	A/N	This field is all spaces.
Records Processed	158-168	11	N	This is the total number of W-4 data records in the transmission minus the rejected records.
Filler	169-831	663	A/N	This field is all spaces.
<b>W-4 DATA RECORD</b>				
Record Identifier	1-2	2	A/N	'WO'
Employee SSN	3-11	9	N	This field contains the information that was submitted on the input record.
Employee Name				This field contains the information that was submitted on the input record.
First Name	12-27	16	A/N	
Middle Name	28-43	16	A/N	
Last Name	44-73	30	A/N	
Employee Street Address				This field contains the information that was submitted on the input record.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Employee City	194-218	25	A/N	This field contains the information that was submitted on the input record.
Employee State	219-220	2	A/N	This field contains the information that was submitted on the input record.
Employee Zip Code				This field contains the information that was submitted on the input record.
Zip Code 1	221-225	5	N	
Zip Code 2	226-229	4	A/N	
Employee Foreign Address				This field contains the information that was submitted on the input record.
Foreign Country Code	230-231	2	A/N	
Foreign Country Name	232-256	25	A/N	
Foreign Zip Code	257-271	15	A/N	
Employee Date of Birth	272-279	8	A/N	This field contains the information that was submitted on the input record.

**CHART H-1: NDNH W-4 OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS**

Field Name	Location	Length	A/N	Comments
Employee Date of Hire	280-287	8	A/N	This field contains the information that was submitted on the input record.
Employee State of Hire	288-289	2	A/N	This field contains the information that was submitted on the input record.
Federal EIN	290-298	9	N	This field contains the information that was submitted on the input record.
State EIN	299-310	12	A/N	This field contains the information that was submitted on the input record.
Employer Name	311-355	45	A/N	This field contains the information that was submitted on the input record.
Employer Street Address				This field contains the information that was submitted on the input record.
Line 1	356-395	40	A/N	
Line 2	396-435	40	A/N	
Line 3	436-475	40	A/N	
Employer City	476-500	25	A/N	This field contains the information that was submitted on the input record.
Employer State	501-502	2	A/N	This field contains the information that was submitted on the input record.
Employer Zip Code				This field contains the information that was submitted on the input record.
Zip Code 1	503-507	5	N	
Zip Code 2	508-511	4	A/N	
Employer Foreign Address				This field contains the information that was submitted on the input record.
Foreign Country Code	512-513	2	A/N	
Foreign Country Name	514-538	25	A/N	
Foreign Zip Code	539-553	15	A/N	
Employer Optional Street Address				This field contains the information that was submitted on the input record.
Line 1	554-593	40	A/N	
Line 2	594-633	40	A/N	
Line 3	634-673	40	A/N	
Employer Optional City	674-698	25	A/N	This field contains the information that was submitted on the input record.
Employer Optional State	699-700	2	A/N	This field contains the information that was submitted on the input record.
Employer Optional Zip Code				This field contains the information that was submitted on the input record.

CHART H-1: NDNH W-4 OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS				
Field Name	Location	Length	A/N	Comments
Zip Code 1	701-705	5	A/N	
Zip Code 2	706-709	4	A/N	
Employer Optional Foreign Address				This field contains the information that was submitted on the input record.
Foreign Country Code	710-711	2	A/N	
Foreign Country Name	712-736	25	A/N	
Foreign Zip Code	737-751	15	A/N	
Filler	752-801	50	A/N	This field is all spaces.
Error Code 1	802-805	4	A/N	Refer to the “Chart E-1: NDNH W-4 Error and Warning Codes”, in this document for the error and warning codes and their explanation.
Error Code 2	806-809	4	A/N	
Error Code 3	810-813	4	A/N	
Error Code 4	814-817	4	A/N	
Error Code 5	818-821	4	A/N	
SSN Verification Indicator	822	1	A/N	The value of this field is equal to ‘C’ if an SSN has been corrected, and spaces, if the record does not contain a corrected SSN.
SSN 1	823-831	9	A/N	This is the corrected SSN if an SSN has been corrected.

**NDNH QW Output Record Layouts**

<b>CHART H-2: NDNH QW OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS</b>				
Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
<b>QUARTERLY WAGE TRANSMISSION CONTROL RECORD</b>				
Record Identifier	1-2	2	A/N	This field is equal to the characters 'RQ', identifying the record as the header record containing returning QW data.
Transmitter State Code	3-4	2	N	This field is required for States and territories.
Transmitter Agency Code	5-13	9	A/N	This field is required for Federal Agencies.
Transmission Type	14-15	2	A/N	This field must contain the characters 'QW'.
Department of Defense Code	16	1	A/N	This field is required for DoD only.
Version Control Number	17-18	2	A/N	This field must contain the numbers '01'.
Date Stamp	19-26	8	N	This field must contain the transmission date of the QW data to the NDNH.
Batch Number	27-32	6	N	Transmitting Federal agency or state generates this field.
Records Received	33-43	11	N	This is the total number of records received in the transmission, including the header and trailer records.
Records Rejected	44-54	11	N	This is the total number of records rejected in the transmission.
Error Records Returned	55-65	11	N	This is the total number of QW data records with errors in the transmission that is returned.
Records Posted to NDNH	66-76	11	N	This is the total number of QW data records in the transmission that were posted to the NDNH QW File.
Records Posted to Unverified	77-87	11	A/N	This is the total number of QW data records in the transmission that were posted to the Unverified QW File.
Error Code 1	88-91	4	A/N	Refer to the "Chart E-2: NDNH QW Error and Warning Codes", in this document for the error and warning codes and their explanation.
Error Code 2	92-95	4	A/N	

<b>CHART H-2: NDNH QW OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS</b>				
Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
Error Code 3	96-99	4	A/N	
Error Code 4	100-103	4	A/N	
Error Code 5	104-107	4	A/N	
Filler	108-157	50	A/N	This field is all spaces.
Records Processed	158-168	11	N	This is the total number of QW data records in the transmission minus the rejected records.
Filler	169-631	463	A/N	This field is all spaces.
<b>QUARTERLY WAGE DATA RECORD</b>				
Record Identifier	1-2	2	A/N	This field is equal to the characters 'QO', identifying the record as containing returning QW employee and employer data.
Employee SSN	3-11	9	N	This field contains the information that was submitted on the input record.
Employee Name				This field contains the information that was submitted on the input record.
First Name	12-27	16	A/N	
Middle Name	28-43	16	A/N	
Last Name	44-73	30	A/N	
Employee Wage Amount	74-84	11	N	This field contains the information that was submitted on the input record.
Reporting Period	85-89	5	N	This field contains the information that was submitted on the input record.
Federal EIN	90-98	9	N	This field contains the information that was submitted on the input record.
State EIN	99-110	12	A/N	This field contains the information that was submitted on the input record.
Employer Name	111-155	45	A/N	This field contains the information that was submitted on the input record.
Employer Street Address				This field contains the information that was submitted on the input record.
Line 1	156-195	40	A/N	
Line 2	196-235	40	A/N	
Line 3	236-275	40	A/N	
Employer City	276-300	25	A/N	This field contains the information that was submitted on the input record.

**CHART H-2: NDNH QW OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS**

Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
Employer State	301-302	2	A/N	This field contains the information that was submitted on the input record.
Employer Zip Code				This field contains the information that was submitted on the input record.
Zip Code 1	303-307	5	N	
Zip Code 2	308-311	4	N	
Employer Foreign Address				This field contains the information that was submitted on the input record.
Foreign Country Code				
Foreign Country Name	312-313	2	A/N	
Foreign Zip Code	314-338 339-353	25 15	A/N A/N	
Employer Optional Street Address				This field contains the information that was submitted on the input record.
Line 1	354-393	40	A/N	
Line 2	394-433	40	A/N	
Line 3	434-473	40	A/N	
Employer Optional City	474-498	25	A/N	This field contains the information that was submitted on the input record.
Employer Optional State	499-500	2	A/N	This field contains the information that was submitted on the input record.
Employer Optional Zip Code				This field contains the information that was submitted on the input record.
Zip Code 1	501-505	5	N	
Zip Code 2	506-509	4	N	
Employer Optional Foreign Address				This field contains the information that was submitted on the input record.
Foreign Country Code	510-511	2	A/N	
Foreign Country Name	512-536	25	A/N	
Foreign Zip Code	537-551	15	A/N	
Filler	552-601	50	A/N	This field is all spaces.

**CHART H-2: NDNH QW OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS**

Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
Error Code 1	602-605	4	A/N	Refer to the “Chart E-2: NDNH QW Error and Warning Codes”, in this document for the error and warning codes and their explanation.
Error Code 2	606-609	4	A/N	
Error Code 3	610-613	4	A/N	
Error Code 4	614-617	4	A/N	
Error Code 5	618-621	4	A/N	
Filler	622-631	10	A/N	This field, which is for the corrected SSN, is spaces; it is not being used for QW at the present time.



**NDNH UI Output Record Layouts**

<b>CHART H-3: NDNH UI OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS</b>				
Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
<b>UI TRANSMISSION CONTROL RECORD</b>				
Record Identifier	1-2	2	A/N	This is the character 'RU' identifying the record as the header record containing returning UI data.
Transmitter State Code	3-4	2	A/N	This field contains the information that was submitted on the input record.
Filler	5-13	9	A/N	This field contains the information that was submitted on the input record.
Transmission Type	14-15	2	A/N	'UI'
Filler	16	1	A/N	This field contains the information that was submitted on the input record.
Version Control Number	17-18	2	A/N	'01'
Date Stamp	19-26	8	N	This field contains the information that was submitted on the input record.
Batch Number	27-32	6	N	This field contains the information that was submitted on the input record.
Records Received	33-43	11	N	This is the total number of records received in the transmission, including the Header and Trailer records.
Records Rejected	44-54	11	N	This is the total number of records rejected in the transmission.
Error Records Returned	55-65	11	N	This is the total number of UI data records with errors returned in the transmission.
Records Posted to NDNH	66-76	11	N	This is the total number of UI data records in the transmission that were accepted and posted to the NDNH UI File.
Filler	77-87	11	A/N	This field is all spaces.
Error Code 1	88-91	4	A/N	Refer to the "Chart E-3: NDNH UI Error and Warning Codes", in this document for the error and warning codes and their explanation.
Error Code 2	92-95	4	A/N	
Error Code 3	96-99	4	A/N	
Error Code 4	100-103	4	A/N	

**CHART H-3: NDNH UI OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS**

Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
Error Code 5	104-107	4	A/N	
Filler	108-325	298	A/N	This field is all spaces.
<b>UI DATA RECORD</b>				
Record Identifier	1-2	2	A/N	This field is equal to the characters 'UO', identifying the record as containing returning UI claimant and employer data.
Claimant SSN	3-11	9	N	This field contains the information that was submitted on the input record.
Claimant Name				This field contains the information that was submitted on the input record.
First Name	12-27	16	A/N	
Middle Name	28-43	16	A/N	
Last Name	44-73	30	A/N	
Claimant Street Address				This field contains the information that was submitted on the input record.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Claimant City	194-218	25	A/N	This field contains the information that was submitted on the input record.
Claimant State	219-220	2	A/N	This field contains the information that was submitted on the input record.
Claimant Zip Code				This field contains the information that was submitted on the input record.
Zip Code 1	221-225	5	N	
Zip Code 2	226-229	4	A/N	
Claimant Benefit Amount	230-240	11	N	This field contains the information that was submitted on the input record.
Reporting Period	241-245	5	N	This field contains the information that was submitted on the input record.
Filler	246-295	50	A/N	This field is all spaces.
Error Code 1	296-299	4	A/N	Refer to the "Chart E-3: NDNH UI Error and Warning Codes", in this document for the error and warning codes and their explanation.
Error Code 2	300-303	4	A/N	
Error Code 3	304-307	4	A/N	
Error Code 4	308-311	4	A/N	

**CHART H-3: NDNH UI OUTPUT RECORD LAYOUTS AND FIELD DESCRIPTIONS**

Field Name	Position	Length	Alpha/ Numeric	Description/Remarks
Error Code 5	312-315	4	A/N	
Filler	316-325	10	A/N	This field is spaces because it is not being used at the present time.

THE PAPERWORK REDUCTION ACT OF 1995

Public reporting burden for this collection of information is estimated to average 266.7 hours per month for processing input and output files, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.