State of Florida
Department of Revenue

2004
Unemployment Tax

Technical Specification for Batch Enrollment

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Description of the Batch Enrollment Process

The "batch" enrollment process allows an agent to enroll large numbers of employers in a single file. The information provided for each enrollee will establish the relationship between the Agent and client. There are three basic relationships:

1. Agent/Employer submits the file and makes the payment for the client
2. Agent/Employer submits the file and the client will make the payment
3. Agent/Employer submits the payment and the client will submit the return

The enrollment file layout is composed of 4 records.

1. Record "0" - Agent/Employer – Who submitted the file and contact information
2. Record "1" - Employer1 – The Agent/Employer is responsible for filing and payment
3. Record "2" - Employer2 – Agent/Employer is responsible for filing and/or payment
   - Provide contact information for who is responsible for file and/or payment
   - Provide banking information if not same as Agent
4. Record "9" - Trailer Record – Terminates the file and provides count of "0", "1" and "2" records

Our program edits the file at two levels:

1. Review the file at the "Global" level.
   a. Is the file readable?
   b. Does the file contain the correct record types?
   c. Is the Agent/Submitter account number valid?
   d. Is the (Agent/Submitter) record information correct?

   The total file will be rejected if it fails any of the above edits.

2. Review the file at the Employer (UT account number) level.
   a. Is the Employer1 or Employer2 record in the correct format?
   b. Is the UT account number(s) valid?
   c. Is the minimum Contact and Banking information present?

   The individual Employer (UT account) record will be rejected if it fails any of the above edits.

Each employer must be enrolled in the e-Services program prior to submitting the return and/or payment electronically. It typically takes five business days to load a "new" enrollment account. Registration on the UT database and enrollment in the e-Services program are separate processes. The Department cannot process the e-Services enrollment unless the UT account **is active**. Through enrollment the contact and banking information for the account(s) are provided to the Department. Enrollment triggers the mailing of information concerning how to transmit your file and payment.

Note: Payment must be submitted separately via the Internet file-and-pay web site, the telephone payment system, or by ACH-Credit. The Department does not "automatically" tax payments.

Questions about the Batch Enrollment process should be submitted to: ut-enroll@dor.state.fl.us

General Edits for Enrollment File Processing

New for 2004 (effective first quarter 2004)

- **E-mail Address field has been added to Agent record (positions 777-816)**
- **Business Name field has been added to Employer1 record (positions 40-79)**

Specific DOR Requirements:

1. Data must be **UPPERCASE** text except for e-mail addresses

2. No punctuation in names (replace all punctuation with spaces)

Common Format and Data Errors:

General Formatting Issues

- Must have Carriage Return - Line Feed (CRLF) after each record
- Not providing all of the required records...0,1,2,9
- Non-numeric data in numeric fields (Example - spaces in the field)
- Not providing mandatory data
- The file must be output in ACSII text format (not binary)

Record-Specific Formatting Issues

- Agent record incorrect length (too long or too short)
- Agent record in old, original layout
- Employer record incorrect length (too long or too short)
- Employer2 record in old, original layout
- Trailer record incorrect length (too long or too short)

Field-Specific Formatting Issues

- Not providing valid Agent or UT account number
- Not providing the full 9 digit ZIP Code (last 4 may be padded with 9s)
- Invalid date - not in YYYYMMDD format
- Don't Include the check digit in the UT account number.....7 not 8 in length
- Incorrect field placement within record (data shifted left or right)
- "Contact Address1" field is used for the "**Attention Line**"
- "Contact Address2" field is used for the "**Mailing Address**"

Note: The name field is split into three separate fields; First, Middle and Last name. Each field is 40 characters in length for a total of 120 characters. The First and Last names are mandatory fields.

The complete list of Enrollment error messages will be provided upon request.

Enrollment Records

Record "0" - Agent or Employer (Submitter)

Field	First Position	Last Position	Field name	# of Bytes	Type	Use	Comments
1	1	1	Record Type	1	Num	M	Always equals 0 for Agent record.
2	2	16	Agent/Employer number	15	Char	M	Leading zeroes + (A00 + 5 digit Agent # or E + 7 digit UT Acct. #)
3	17	20	Tax Category	4	Num	M	UT is 5425
4	21	60	Business Name	40	Char	M	Business Name of Submitter
5	61	100	Contact Name - First	40	Char	C	
6	101	140	Contact Name - Middle	40	Char	C	
7	141	180	Contact Name - Last	40	Char	C	
8	181	220	**Attn. Line**	40	Char	M	Must provide Attn. Line and Mailing Address with US or Foreign *
9	221	260	**Mailing Address**	40	Char	M	Must Complete fields 7-15 if US address. *
10	261	286	Contact City	26	Char	C	
11	287	288	Contact State	2	Char	C	
12	289	293	Contact Zip1	5	Num	C	Must provide valid ZIP code
13	294	297	Contact Zip2	4	Num	C	If not available, pad with 9s (cannot be left blank)
14	298	307	Contact Phone	10	Num	C	
15	308	317	Contact Fax	10	Num	C	
16	318	319	Contact Country Code	2	Char	C	
17	320	329	Contact Foreign Postal Code	10	Char	C	Must provide either US or Foreign information *
18	330	374	Contact Foreign City Name	45	Char	C	Must Complete fields 7-8 and 15-20 if Foreign address. *
19	375	419	Contact Foreign Province Name	45	Char	C	
20	420	434	Contact Foreign Phone	15	Num	C	
21	435	449	Contact Foreign Fax	15	Num	C	
22	450	450	Payment method	1	Num	M	See **Enrollment Scenarios on pg. 9**
23	451	451	Filing Method	1	Num	M	See **Enrollment Scenarios on pg. 9**
24	452	471	Bank Account Number	20	Char	C	Used for IVR Debit. Pad with spaces if not used. **
25	472	480	Bank Transit Key	9	Num	C	Used for IVR Debit Pad with zero's if not used. **
26	481	520	Bank Name	40	Char	C	Used for IVR Debit Pad with spaces if not used. **
27	521	521	Checking/Savings Indicator	1	Num	C	Valid options 0 = Checking, 1 = Savings **
28	522	776	Credit Justification	255	Char	C	Explanation required if using Credit method
29	**777**	**816**	**Contact Email Address**	**40**	**Char**	**M**	**Must provide email address for contact person.**
			Total Characters	**816**			

*** You are required to provide the appropriate country address and contact information. Pad the unused fields as needed.**
**** You must provide fields 23-26 if not using the ACH-Credit payment method.**

Record "1" - EMPLOYER1 - Use this record when the Agent or Employer is submitting the Payment and File

Field	First Position	Last Position	Field name	# of Bytes	Type	Use	Comments
1	1	1	Record Type	1	Num	M	Always equals 1
2	2	16	Account number	15	Char	M	Leading zeroes + 7 digit UT Acct. Number (ex. 000000009999999)
3	17	25	FEIN	9	Num	M	FEIN for registered UT account
4	26	33	Effective Date	8	Num	M	YYYYMMDD
5	34	34	Reason Code	1	Char	M	A = Add, D = Delete. Default = "A"
6	35	38	Tax Category	4	Num	M	UT is 5425
7	39	39	Agent Reporting Code	1	Num	M	Always equals 3 = Agent is contact for both payment and filing. Payment from Agent account
8	40	79	Business Name	40	Char	M	Registered UT account name
			Total Characters	**79**	Char	M	

*** This record is used when you are responsible for both the filing and payment (using your Bank information).**

Record "2" - EMPLOYER2 - Use this record when the Agent or Employer is submitting the Payment and/or File

Field	First Position	Last Position	Field name	# of Bytes	Type	Use	Comments
1	1	1	Record Type	1	Num	M	Always equal 2.
2	2	16	Account number	15	Char	M	Leading zeros + 7 digit UT Acct. Number. (ex. 000000009999999)
3	17	25	FEIN	9	Num	M	FEIN for registered UT account
4	26	33	Effective Date	8	Num	M	YYYYMMDD
5	34	34	Reason Code	1	Char	M	A = Add, D = Delete; **Default = "A"**
6	35	38	Tax Category	4	Num	M	UT is 5425
7	39	39	Payment method	1	Num	M	See **Enrollment Scenarios on pg. 9**
8	40	40	Filing Method	1	Num	M	See **Enrollment Scenarios on pg. 9**
9	41	41	Agent Reporting Code	1	Num	M	**1** = Payment contact only, **2** = Filing contact only, **3** = Agent files both, but payment is made from employer's bank account.
10	42	81	Business Name	40	Char	M	Registered UT account name
11	82	121	Contact Name - First	40	Char	C	
12	122	161	Contact Name - Middle	40	Char	C	
13	162	201	Contact Name - Last	40	Char	C	
14	202	241	**Attn. Line**	40	Char	M	Must provide Attn. Line and Mailing Address with US or Foreign information *
15	242	281	**Mailing Address**	40	Char	M	Must Complete fields 10-21 if US address. *
16	282	307	Contact City	26	Char	C	
17	308	309	Contact State	2	Char	C	
18	310	314	Contact Zip1	5	Num	C	Must provide valid ZIP code
19	315	318	Contact Zip2	4	Num	C	If not available, pad with 9s
20	319	328	Contact Phone	10	Num	C	
21	329	338	Contact Fax	10	Num	C	
22	339	340	Contact Country Code	2	Char	C	
23	341	350	Contact Foreign Postal Code	10	Char	C	Must provide either US or Foreign information *
24	351	395	Contact Foreign City Name	45	Char	C	Must Complete fields 13-14 and 21-26 if Foreign address. *
25	396	440	Contact Foreign Province Name	45	Char	C	
26	441	455	Contact Foreign Phone	15	Num	C	
27	456	470	Contact Foreign Fax	15	Num	C	
28	471	490	Bank Account Number	20	Char	C	Used for IVR Debit. Pad with spaces if not used. **
29	491	499	Bank Transit Key	9	Num	C	Used for IVR Debit. Pad with zeroes if not used. **
30	500	539	Bank Name	40	Char	C	Used for IVR Debit. Pad with spaces if not used. **
31	540	540	Checking/Savings Indicator	1	Num	C	Valid options 0 = Checking, 1 = Savings **
32	541	795	Credit Justification	255	Char	C	Explanation required if using Credit method
			Total Characters	**795**			

*** You are required to provide the appropriate country address and contact information. Pad the unused fields as needed.**
**** You must provide fields 27-30 if not using the Credit payment method. Pad with the appropriate characters if not used.**

Record “9” - Trailer Record

Field	First Position	Last Position	Field name	# of Bytes	Type	Use	Comments
1	1	1	Record Type	1	Num		Always equals 9 for Trailer record.
2	2	11	Total Detail Records	10	Num		Number of Detail Records in File. Count of all 0, 1 and 2 records.
			Total Characters	**11**			

Enrollment Scenarios

Scenarios	Required Records	Payment Method	Filing Method	Report Code	Contact Information	Banking Information	Credit Justification
1. Agent Pays from Agent's Account (ACH-Credit) Client Files	Agent	2	4 or 6		Pay	No	Yes
	Employer2	2	4 or 6	1	File	No	No
2. Agent Pays from Agent's Account (ACH-Debit) Client Files	Agent	1	4 or 6		Pay	Yes	No
	Employer2	1	4 or 6	1	File	No	No
3. Agent Pays from Client's Account (ACH-Credit) Client Files	Agent	2	4 or 6		Pay	No	Yes
	Employer2	2	4 or 6	1	File	No	No
4. Agent Pays from Client's Account (ACH-Debit) Client Files	Agent	1	4 or 6		Pay	No	No
	Employer2	1	4 or 6	1	File	Yes	No
5. Agent Files only Client Pays from Client's Account (ACH-Credit)	Agent	0	4*		File	No	No
	Employer2	2	4 or 6	2	Pay	No	Yes
6. Agent Files only Client Pays from Client's Account (ACH-Debit)	Agent	0	4*		File	No	No
	Employer2	1	4 or 6	2	Pay	Yes	No
7. Agent Files and Agent Pays from Client's Account (ACH-Credit)	Agent	2	4 or 6		File and Pay	No	No
	Employer2	2	4 or 6	3	Space out	No	Yes
8. Agent Files and Agent Pays from Client's Account (ACH-Debit)	Agent	1	4 or 6		File and Pay	No	No
	Employer2	1	4 or 6	3	Space out	Yes	No
9. Agent Files and Agent Pays from Agent's Account (ACH-Credit)	Agent	2	4 or 6		File and Pay	No	Yes
	Employer1	2	4 or 6	3			
10. Agent Files and Agent Pays from Agent's Account (ACH-Debit)	Agent	1	4 or 6		File and Pay	Yes	No
	Employer1	1	4 or 6	3			

* Filing method may be 4 or 6 except when Client is responsible for making the payment.

Agent Reporting Codes: 1 = Payment Contact, 2 = Filing Contact, 3 = Payment and Filing Contact

Agent Record

File and Pay	(Debit)	Submit all fields
	(Credit)	Omit fields 22 and 24-27
Payment Only	(Debit)	Submit all fields
	(Credit)	Omit fields 22 and 24-27
Filing Only		Omit fields 22 and 24-27

Employer1 Record

Used when Agent Pays and Files with Agent banking information. All fields must be submitted

Employer2 Record

Agent is Payment contact and Employer files - Submit all fields except banking information; Omit fields 28-31 (or 32)
Agent is Filing contact and Employer pays - Submit all fields
Agent makes payment from Employer's bank account - Submit fields 1-10 and 28-31 (or 32); Omit fields 11-27

Sample Enrollment Files

Agent with 3 Clients (Employer1 records)

```
0000000A00123455425XYZ Service Provider INC          Art A  Accountant                123 First Street                Room 123                        Anytown
FL3219900018503338888503331111US
26                                                                                                                   STANDARD BUSINESS PRACTICE TO PAY BY ACH CREDIT
ArtAcct@xyzservices.com
1000000009912345597777777720030331A54253ABC Company
1000000008812345598877777720030331A54253DEF Inc
1000000006612345596677777720030331A54253Builders Corp
90000000004
```

Employer with 4 locations (Employer2 records)

```
0000000E239999935425NNNN & COMPANY  P A                SAMMMTHA                        S                               GEEE
PAYROLL                         4444 BXXXXXT RD STE 999            JACKSONVILLE            FL3555599999042222249042966666US
04
SamBam@nnnnnpa.com
2000000001755557596666101200304 12A5425142XYZXXNG JACKSONVILLE  INC            RENNN                           L                               MRRRRLL
PAYROLL                         8888 BXXXXXT ROAD  SUITE 999          JACKSONVILLE            FL3666612349044440249049994444US
92555555          063999999XXXXXTRUST BANK                    0
2000000005555550592222239200304 12A5425142CAAAARENS XXXXXXX DEVELOPMENTAL LEARNING BBBBBTE                        F
KMMMM                           BABE    KMMM                    999 LWWWW POINT ROAD                ST  AUGUSTINE           FL399991111
904777770990499998 04US                                                                                    003444444547       063777777XXXX OF AMERICA
0
2000000003222220593333336200303 31A5425142JJJJJAR ENTERPRISES INC            JJJJJ                           J                               KKKKKY
JJJJJ                           9999 OLD BYYMMMMOWS RD             JACKSONVILLE            FL3777722229043333300904337777 7US
2777771106         063888888XXXX OF AMERICA                    0
2000000001222222592444446200303 31A5425142EEEEEY MMMMMAGE GROUP  INC            NNN                             K                               RRRREY
PAYROLL                         3333 GLLLLLN ROAD                  JACKSONVILLE            FL3888877779043999990904398888 8US
2222221079924       063555555XXXXXVIA                      0
90000000005
```

NOTE: These files are not based on “real” filings and therefore may not be completely accurate. They are provided to “approximate” file and record format.