



STATE OF ALABAMA  
DEPARTMENT OF INDUSTRIAL RELATIONS  
MONTGOMERY, ALABAMA 36131

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THE ALABAMA QUARTERLY WAGE RECORD MAGNETIC MEDIA REPORTING GUIDE

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State of Alabama  
Department of Industrial Relations  
Attn: Wage Control Clerk  
649 Monroe Street Room 3205  
Montgomery, Alabama 36131

Telephone: (334) 242-8450  
Fax : (334) 242-8843

## CHANGES TO NOTE FOR TAX YEAR 2002

- ! The Alabama Unemployment Compensation Tax Division now assigns new account numbers using a vendor supplied software system. This number is found on the CR4A, UC-10R, etc. tax reporting forms provided each quarter. Correct use of this number is critical for tax reporting information and if in doubt, contact the DIR Tax Status Unit for correct identification at the following address:

Industrial Relations Building  
Tax Status Unit Room 4201  
Montgomery, AL 36131

- ! State abbreviations have been reduced to a 2 letter State code in all records. All other data field layouts are the same as the 1996 layouts. Use a standard FIPS postal abbreviation as listed in Appendix A. For Alabama reporting, enter "AL" in the appropriate field. Report only Alabama wages.

NOTE: You do not have to change your format if you are already using the numerical code "01" for Alabama. We will continue to accept that format.

STATE OF ALABAMA  
DEPARTMENT OF INDUSTRIAL RELATIONS  
649 MONROE STREET  
MONTGOMERY, ALABAMA 36131

**DIR BULLETIN BOARD SYSTEM  
QUARTERLY WAGE UPLOAD NOTIFICATION**

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**Recipient: Please forward to your Data Processing Manager or appropriate person.**

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The Department of Industrial Relations Bulletin Board System is ready to accept quarterly wage record data from employers who wish to submit their wage data via standard PC communications software. Employers currently transmitting their data via magnetic media should be able to utilize this method without any major modifications to their existing programs. Some employers who previously could not transmit via magnetic media due to hardware and media incompatibilities may be able to transmit their wages via the BBS so long as their systems use standard PC communication software to communicate to a Bulletin Board System. The Department of Industrial Relations is currently running Mustang Software's WILDCAT Version 4.20 Bulletin Board Software with 8 lines using U.S. Robotics 33,600 baud modems. The record formatting requirements may be somewhat more stringent than the magnetic media currently being accepted, due to the fact that we have been accepting some employer's data that has formatting problems we have been able to correct manually, since each item was processed individually. The data collected and uploaded to the BBS will likely have to be processed in a collective batch and this will require the records meet the required formats specified in THE ALABAMA QUARTERLY WAGE RECORD MAGNETIC MEDIA REPORTING GUIDE precisely.

To visit THE DIR BBS you may call the BBS at (334) 242-0525. The BBS is normally up 24 hours a day and seven days a week.

**The procedures for uploading wage data are as follows:**

1. Call in to the BBS and sign on using your DIR TAX ACCOUNT NUMBER as your first name and enter "WAGEUSER" for the last name. (You need to write this down for your next login).
2. Enter the password of your choice.. (YOU MUST remember this too!)
3. Fill out the new user questionnaire as accurately as possible. In order to upload to the BBS any discrepancies will have to be corrected before we can upgrade your security level to "WAGEUSER"
4. When you reach the main menu screen, select 'O' for other and then 'C' to leave a message to the sysop requesting to be upgraded to WAGEUSER. Use the full screen editor and include your company name, address, contact telephone number, and current method of reporting your quarterly wage records.
5. You will be upgraded to WAGEUSER within 3 to 5 days, at which time you will be able to try your first upload!!!
6. If you experience any problems you may leave a message to the BBS SYSOP or call at (334) 242-8847.
7. Detailed information on uploading is provided in Bulletin number seven on the DIR-BBS.

**Thank You,  
SYSOP "DIR-BBS"**

**MAGNETIC MEDIA REPORTING REQUEST FOR AUTHORIZATION**

Mail to: State of Alabama, Department of Industrial Relations,  
 Attn: Wage Record Control Clerk, Room 3205  
 649 Monroe Street, Montgomery, Alabama 36131

<b>THIS APPLICATION IS FOR:</b>		<input type="checkbox"/> MAGNETIC TAPE REPORTING	<input type="checkbox"/> DISKETTE REPORTING
<u>FIRM NAME</u>		<u>DATE</u>	
<u>ADDRESS</u>			
<u>CITY</u>		<u>STATE</u>	<u>ZIP CODE</u>
<b>PERSON TO CONTACT ABOUT REQUEST</b>		<u>FEDERAL EMPLOYER IDENTIFICATION NUMBER</u>	
NAME:			
TITLE:		<u>STATE EMPLOYER ACCOUNT NUMBER</u>	
TELEPHONE:(    )	EXT.:		
<b>MAGNETIC REPORTING TO START:</b>		Quarter <input type="checkbox"/>	Year <input type="checkbox"/>
DOES THIS ORGANIZATION ACT AS A REPORTING AGENT		YES <input type="checkbox"/>	NO <input type="checkbox"/>
		IF YES, ESTIMATE NUMBER OF EMPLOYEES: <input type="text"/>	
<b>EQUIPMENT CARTRIDGE TAPE(S) ONLY</b>			
<u>MAKE AND MODEL OF COMPUTER</u>	<u>CODING STRUCTURE</u> <input type="checkbox"/> ASCII <input type="checkbox"/> EBCDIC	<u>ESTIMATED NUMBER OF EMPLOYERS</u>	
<b>CARTRIDGE TAPE (S) ONLY</b>		<b>TAPES</b>	
<u>MAKE AND MODEL OF TAPE DRIVE:</u>	<u>LABEL FORMAT</u>	<input type="checkbox"/> STANDARD	<input type="checkbox"/> NON-LABELED
<b>DISKETTES</b>			
<u>DIAMETER IN INCHES</u>	<u>OPERATING SYSTEM</u>	<u>CAPACITY</u>	
<u>TRACKS PER INCH</u>	<u>SIDES / DENSITY</u>	<u>SECTOR SIZE</u>	
<b>AUTHORIZED REPRESENTATIVE OF ORGANIZATION REQUESTING APPROVAL:</b>			
<u>SIGNATURE:</u>			<u>DATE:</u>
NAME:			
TITLE:			
<b>PLEASE RETURN TAPES TO:</b>			
<u>NAME OF FIRM</u>		<u>ATTENTION</u>	
<u>ADDRESS</u>			
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>	

**\*\*PLEASE MAKE COPIES AND RETAIN ORIGINAL FOR FUTURE USE\*\***

## **DISKETTE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

These are the instructions for reporting quarterly wages to the Alabama Department of Industrial Relations (DIR) by diskette or CD. All diskettes or CD's should be virus scanned before submission to DIR. If DIR detects a virus, the diskette (s) or CD (s) may be returned unprocessed. We request that each employer who wishes to report by diskette or CD to submit test data on a diskette or CD along with the completed MAGNETIC MEDIA REPORTING REQUEST FOR AUTHORIZATION form at least 30 days prior to the filing of your first report via diskette or CD. Please send these to:

State of Alabama  
Department of Industrial Relations  
Room 3205  
649 Monroe Street  
Montgomery, AL 36131

ATTN.: Wage Record Control Clerk

The diskette or CD should be marked "FOR TEST PURPOSES ONLY" on an external label along with the name of the employer and Alabama tax reporting account number. The purpose of this test diskette or CD is to verify that we can process your data successfully before you begin reporting to us by diskette or CD. After the testing, you will be notified as to the results. Your diskette or CD will be returned with this notification.

The following pages will give a description of the record types that DIR needs to process your diskette or CD properly. All record types are required by DIR. Please note that the sum of reported total wages of all wage records should equal the total wages as reported on the quarterly CR4, CR4A, UC10R, etc. tax forms.

The equipment at DIR can read 3 1/2, inch diskettes or CD's created on equipment compatible with IBM. The data set name on the internal header label must read "ALAWAGES".

Generally, the items in DISKETTE OR CD REPORTING INSTRUCTIONS FOR ALABAMA are self-explanatory. However, if you have any questions regarding the use of the record formats, or have some problems related to your operation, please do not hesitate to contact us on the matter. We will be glad to assist in any way possible. Please contact the Department of Industrial Relations Building, 649 Monroe Street, Montgomery, AL 36131; or, call (334) 242-8450.

NOTE: Alabama will now accept the Federal format as listed in the Social Security Administration Publication (SSA Pub. No. 42-007, July 2000) on magnetic media reporting. Alabama requests the following from employers using the Federal format system: diskette or cd internal file name; ALREPORT, and external label, containing the following: Federal format, 128 bit record length, ALA tax account #, and reporting quarter and year.

**DISKETTE OR CD REPORTING INSTRUCTIONS FOR DIR  
CODE "A" RECORD TYPE: TRANSMITTER RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
1	Record Identifier	1	Constant "A".
2-5	Reporting Period	4	Enter the last month and year of the calendar quarter to which the report applies: Enter "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
6-14	Federal EIN	9	Transmitter's Federal Employer Identification Number. Enter only numerical characters. Omit hyphens, prefixes and suffixes.
15-49	Transmitter Name	35	Enter the name of the organization transmitting the file. Left justify and fill with blanks.
50-80	Filler	31	Fill with blanks.

**CODE "B" RECORD TYPE: BASIC AUTHORIZATION RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
1	Record Identifier	1	Constant "B".
2-5	Reporting Period	4	Enter the last month and year of the calendar quarter to which the report applies: Enter "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
6-14	Federal EIN	9	Transmitter's Federal Employer Identification number. Enter only numerical characters. Omit hyphens, prefixes and suffixes.

**CODE "B" RECORD TYPE: BASIC AUTHORIZATION RECORD**  
(cont.)

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
15-22	Computer	8	Enter the manufacturer's name. Left justify and fill with blanks.
23-28	Recording Code	6	Example: Data recorded in ASCII for 3 1/2" diskettes or CD's. Enter "ASCII".
29-80	Filler	52	Fill with blanks.

**DISKETTE OR CD REPORTING INSTRUCTIONS FOR DIR  
CODE "E" RECORD TYPE: EMPLOYER/ESTABLISHMENT RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
1	Record Identifier	1	Constant "E"
2-5	Reporting Period	4	Enter the last month and year of calendar quarter to which the report applies: Enter "0302" for an-Mar of 2002, "1202" for Oct-Dec of 2002.
6-14	Federal EIN	9	Transmitter's Federal Employer Identification Number. Enter only numerical characters. Omit hyphens, prefixes, and suffixes.
15-38	Employer Name	24	Left justify and fill with blanks.
39-48*	DIR Account Number	10	10-digit DIR tax account number.*
49	Name Code	1	Enter "S" if the surname appears first in the employee name field of the following employee records. Enter "F" if the first name appears first in the employee name field. This code may vary with employer as long as the proper code is used for each employer.
50-51	State Code	2	Use a standard FIPS postal abbreviation (Appendix A). Enter "AL" for Alabama. NOTE: Only Alabama wages are to be reported.
52-80	Filler	28	Fill with blanks.

**CODE "E" RECORD TYPE: EMPLOYER/ESTABLISHMENT RECORD**



(cont.)

\*The Alabama Unemployment Compensation Tax Number is found on the CR4, CR4A, UC-10R, etc., tax reporting form provided each quarter. The correct use of this number is critical and if in doubt, contact the DIR Tax Status Unit for correct identification.

**DISKETTE OR CD REPORTING INSTRUCTIONS FOR DIR  
CODE "S" RECORD TYPE: EMPLOYEE WAGE RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
1	Record Identifier	1	Constant "S".
2-10	Social Security Number	9	If not available, enter nine eights. Example: 888888888
11-37	Employee Name	27	Left justify and fill with blanks. We recommend uppercase letters.
38-39	State Code	2	Use a standard FIPS postal abbreviation (Appendix A). Enter "AL" for Alabama. NOTE: Only Alabama wages are to be reported.
40-43	Reporting Period	4	Enter the last month and year of the calendar quarter to which the report applies: Enter "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
44-52	Total Quarterly Wages	9	Right justify and zero fill. Include dollars and cents. Enter the total amount of wages & tips paid to employee during this quarter. Do not enter a decimal point, dollar sign, or any other non-numeric characters, or define as signed data.
53-62*	DIR Tax Account Number	10	10-digit DIR Tax Account Number (See note below).
63-80	Filler	18	Fill with blanks.

\*The Alabama Unemployment Compensation Tax Number is found on the CR4, CR4A, UC-10R, etc., tax reporting form provided each quarter. The correct use of this number is critical and if in doubt, contact the DIR Tax Status Unit for correct identification.

**DISKETTE OR CD REPORTING INSTRUCTIONS FOR DIR  
CODE "T" RECORD TYPE: TOTAL RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
1	Record Identifier	1	Constant "T".
2-8	Number of Employees	7	Enter the total number of "S" records for the preceding "E" record. Right justify and zero fill.
9-21	Quarterly Total Wages	13	Enter the total for all "S" records within the preceding "E" record. Right justify and zero fill.
22-80	Filler	59	Fill with blanks.

**CODE "F" RECORD TYPE: FINAL RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION &amp; REMARKS</u>
1	Record Identification Number of Employees	1	Constant "F". The code "F" record must be the last record on the entire diskette/cd.
2-8	Number of Employees	7	Enter the total number of code "S" records reported on the entire diskette/cd. Right justify and zero fill.
9-80	Filler	72	Fill with blanks.

## **TAPE, DISKETTE, OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

These are the instructions for reporting quarterly wages to the Alabama Department of Industrial Relations (DIR) by tape, diskette, or cd. DIR has adopted the same system by which many employers report to the Social Security Administration (SSA) by tape or cd. The main differences are, DIR requires quarterly wage reporting period on the "E" record type, and uses the "S" record type instead of the "W" record type. New employers who wish to report by tape or cd will need to fill out the enclosed MAGNETIC MEDIA REPORTING REQUEST FOR AUTHORIZATION form and send it along with a test tape or cd at least 30 days prior to the filing of your first report via magnetic tape or cd:

State of Alabama  
Department of Industrial Relations  
Room 3205  
649 Monroe Street  
Montgomery, AL 36131  
ATTN.: Wage Record Control Clerk

The tape, diskette or cd should be marked "FOR TEST PURPOSES ONLY" on an external label along with the name of the employer and Alabama tax reporting account number. The purpose of the test tape, diskette or cd is to verify that we can process your tape or cd successfully before you begin to report to us by tape or cd. After the testing, you will be notified of the results. Your tape or cd will be returned with this notification. DIR accepts data to be written on IBM 3480 cartridges with or without compaction, IBM 3490 cartridges are accepted at this time, diskette and cd's in this format.

The following pages will give a description of the record types that DIR needs, in order to process your tape, diskette or cd properly. All record types are required by DIR. Please note that the sum of reported total wages of all wage records should equal the total wages as reported on the quarterly CR4, CR4A, UC10R, etc. tax forms. DIR requires all records except the "W" record, which is used by the federal government.

The equipment at DIR can read various tape or labels including the IBM STANDARD LABEL, the NONSTANDARD LABEL, the ANSI STANDARD LABEL, and a NO LABEL tape. Logical record lengths must be 275 or 276 for a "WORD-ORIENTED" system. User may determine optimal blocking factor.

Alabama has agreed to accept the Uniform Format for Quarterly Unemployment Insurance Wage Reporting format described by the Interstate Conference of Employment Security Agencies, Inc. (ICESA).

Generally the items in TAPE, DISKETTE, OR CD REPORTING INSTRUCTIONS FOR ALABAMA are self-explanatory. However, if you have any questions regarding the use of the record formats, or have some problems related to your operation, please do not hesitate to contact us on the matter. We will be glad to cooperate in any way possible.

STATE OF ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
**DISKETTE TAPE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

**CODE "A" RECORD TYPE: TRANSMITTER RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
1	Record Identifier	1	Constant "A". Use of this record is mandatory. This record must be the first data record of only the first reel of a tape or cd file.
2-5	Reporting Period	4	Enter the last month and year of the calendar quarter to which this report applies: E.G., "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
6-14	Federal-EIN	9	Transmitter's federal employer identification number, enter only numerical characters. Omit hyphens, prefixes, and suffixes.
15	Employer Code	1	Optional or blank, not used by Alabama.
16-23	Blanks	8	Enter blanks.
24-73	Transmitter Name	50	Left justify and fill with blanks.
74-113	Street address	40	Left justify and fill with blanks.
114-138	City	25	Left justify and fill with blanks.
139-140	State	2	Use a standard FIPS postal abbreviation (Appendix A). Enter "AL" for Alabama. Note: Only Alabama wages are to be reported.
141-148	Blanks	8	Enter blanks.
149-153	Foreign Postal Code	5	If not applicable, enter blanks.

**CODE "A" RECORD TYPE: TRANSMITTER RECORD**

(cont.)

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
154-158	Zip Code	5	Enter postal zip code.
159-275	Blanks	117	Optional or blank. Not used by Alabama.

STATE OF ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
**DISKETTE TAPE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

**CODE "B" RECORD TYPE: BASIC AUTHORIZATION RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
1	Record Identifier	1	Constant "B". The record must be the second data record on a file.
2-5	Reporting Period	4	Enter the last month and year of the calendar quarter to which this report applies: E.G., "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
6-14	Federal-EIN	9	Optional Federal ID number (not to be confused with DIR account number). If not present, zero fill. See "A" record.
15-22	Computer	8	Name of your main frame manufacturer (E.G., IBM).
23-24	Internal Tape Label	2	"SL" = IBM standard label; "NS" = Nonstandard label; "NL" = no label; "AL" = ANSI standard label.
25	Blank	1	Enter blanks. Reserved for DIR use.
26-27	Density	2	"38" = 38000 CPI.
28-30	Recording Code	3	"EBC" for EBCDIC; "ASC" for ASCII. If other, enter first three letters.
31-275	Blank	245	Optional or blank. Not used by Alabama.

STATE OF ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
**DISKETTE TAPE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**  
**CODE "E" RECORD TYPE: EMPLOYER / ESTABLISHMENT RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
1	Record Identifier	1	Constant "E". (Code an "E" record for each different account and / or unit number.)
2-5	Payment Year (Reporting Period)	4	Enter the last month and year of the calendar quarter to which this report applies: E.G., "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
6-14	Federal-EIN	9	Optional Federal ID number (not to be confused with DIR account number). If not present, zero fill.
15-23	Blanks	9	Optional or blank, not used in Alabama.
24-73	Employer Name	50	Left justify & fill with blanks. Enter name of employer for each account number submitted.
74-158	Blanks	85	Optional or blank, not used in Alabama.
159	Name Code	1	Enter "S" if surname appears first; enter "F" if first name appears first.
160	Type of Employment	1	Enter the appropriate code: "M" - Military "H" - Household "A" - Agriculture "X" - Railroad "F" - Federal



**CODE "E" RECORD TYPE: EMPLOYER / ESTABLISHMENT RECORD**  
(cont.)

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
			"Q" - Medicare Qualified Government Employment "R" - Regular, all others
161-162	Blocking	2	Optium Blocking Factor for Record Length
163-275	Blanks	112	Optional or blank, not used in Alabama.

STATE OF ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
**DISKETTE TAPE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

**CODE "S" RECORD TYPE: ALABAMA EMPLOYEE WAGE RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
1	Record Identifier	1	Constant "S".
2-10	Social Security Number	9	If SSN not available, enter nine eights. Example: 888888888
11-37	Employee Name	27	Left justify and fill with. Use uppercase letters.
38-123	Blanks	86	Optional or blanks.
124-125	State Code	2	Use a standard FIPS postal abbreviation (Appendix A). Enter "AL" for Alabama. Note: only Alabama wages are to be reported.
126-127	Blanks	2	Optional or blanks.
128-131	Reporting Period	4	Enter the last month and year of the calendar quarter to which this report applies: E.G., "0302" for Jan-Mar of 2002, "1202" for Oct-Dec of 2002.
132-140	Quarterly Total Wages	9	Right justify and zero fill. Include dollars and cents. Enter the total amount of wages paid to your employees during this quarter, include all tip income. Do not enter a decimal point or dollar sign in this field.
141-150*	DIR Tax Account Number	10	10 digit DIR tax account number, * (see note below).

**CODE "S" RECORD TYPE: ALABAMA EMPLOYEE WAGE RECORD**  
(cont.)

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
151-275	Blanks	125	Optional or blanks.

\*The Alabama Unemployment Compensation Tax Number is found on the CR4, CR4A, UC-10R, etc., tax reporting form provided each quarter. The correct use of this number is critical and if in doubt, contact the DIR Tax Status Unit for correct identification.

STATE OF ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
**DISKETTE TAPE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

**CODE "T" RECORD TYPE: TOTAL RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
1	Record Identifier	1	Constant "T".
2-8	Number of Employees	7	Enter the total number of code "S" records for the preceding "E" record.
9-21	Quarterly Total Wages	13	Enter the total for all "S" records within the preceding "Calendar" record.
22-275	Blanks	254	Optional or blank, not used by Alabama.

STATE OF ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS  
**DISKETTE TAPE OR CD REPORTING INSTRUCTIONS FOR ALABAMA**

**CODE "F" RECORD TYPE: FINAL RECORD**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>DESCRIPTION AND REMARKS</u>
1	Record Identifier	1	Constant "F". The code "F" record must be the last record on the entire tape/cd file.
2-8	Number of Employees	7	Enter the total number of code "S" records reported on the entire tape or cd file.
9-275	Blanks	267	Blank or for employer use.

# MAGNETIC MEDIA TRANSMITTAL for Quarterly Wage Reporting

Mail to: State of Alabama, Department of Industrial Relations,  
Attn: Wage Record Control Clerk, Room 3205  
649 Monroe Street, Montgomery, Alabama 36131

TRANSMITTER INFORMATION			
<u>NAME OF TRANSMITTER</u>	<u>NUMBER OF EMPLOYERS</u>		
	<input type="checkbox"/> One		<input type="checkbox"/> Multiple
<u>ADDRESS OF TRANSMITTER</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>CONTACT PERSON</u>	<u>TELEPHONE NUMBER</u>		

DATA INFORMATION		
<u>FEDERAL EMPLOYER IDENTIFICATION NUMBER</u>	<u>STATE EMPLOYER ACCOUNT NUMBER</u>	
<u>TYPE OF TRANSMITTAL</u>	<u>QUARTER ENDING DATE</u>	
<input type="checkbox"/> Actual Data <input type="checkbox"/> Test Data		
<u>NUMBER OF VOLUMES BY MEDIA TYPE</u>		
Cartridge Tape <input type="checkbox"/>	3 1/2" Diskette <input type="checkbox"/>	CD <input type="checkbox"/>
<u>Total number of employer records reported.</u> <input type="text"/>	<u>Total number of employee records reported.</u> <input type="text"/>	<u>Total wages reported.</u> <input type="text"/>

TAPE / DISKETTE INFORMATION			
<u>TAPE</u>			
Record Length <input type="text"/>	Block Size <input type="text"/>	Label <input type="text"/>	
Density <input type="text"/>	Recording Mod <input type="text"/>	Volume Serial Number <input type="text"/>	
<u>DISKETTE</u>			
Density <input type="text"/>	Model of Computer Used to Create File <input type="text"/>		
Operating System Used to Create File <input type="text"/>			

FIRMS BEING REPORTED			
<u>EMPLOYER NAME</u>	<u>ACCOUNT NUMBER</u>	<u>NUMBER OF EMPLOYEES</u>	<u>GROSS WAGES</u>

\*\*PLEASE MAKE COPIES AND RETAIN ORIGINAL FOR FUTURE USE\*\*

**APPENDIX A: FEDERAL INFORMATION PROCESSING STANDARD (FIPS 5-2) POSTAL ABBREVIATIONS AND NUMERIC CODES**

	<u>Abbreviation</u>	Numeric <u>Code*</u>		<u>Abbreviation</u>	Numeric <u>Code*</u>
Alabama	AL	01	Montana	MT	30
Alaska	AK	02	Nebraska	NE	31
Arizona	AZ	04	Nevada	NV	32
Arkansas	AR	05	New Hampshire	NH	33
California	CA	06	New Jersey	NJ	34
Colorado	CO	08	New Mexico	NM	35
Connecticut	CT	09	New York	NY	36
Delaware	DE	10	North Carolina	NC	37
District of Columbia	DC	11	North Dakota	ND	38
Florida	FL	12	Ohio	OH	39
Georgia	GA	13	Oklahoma	OK	40
Hawaii	HI	15	Oregon	OR	41
Idaho	ID	16	Pennsylvania	PA	42
Illinois	IL	17	Rhode Island	RI	44
Indiana	IN	18	South Carolina	SC	45
Iowa	IA	19	South Dakota	SD	46
Kansas	KS	20	Tennessee	TN	47
Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
Maine	ME	23	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Washington	WA	53
Michigan	MI	26	West Virginia	WV	54
Minnesota	MN	27	Wisconsin	WI	55
Mississippi	MS	28	Wyoming	WY	56
Missouri	MO	29			