

**MAGNETIC MEDIA REPORTING INSTRUCTIONS  
FOR UNEMPLOYMENT INSURANCE**

Idaho will accept two types of Magnetic Media. Acceptable media is Diskette or CD.

Diskette Reporters should be able to put approximately 15,000 employees on a 1.44 MB diskette. The diskette must be 3.5" high density. The file must be in ASCII format (no machine language from a program embedded in it).

CD Reporters should use CDR.

The file name should be eight characters and the first character must be alpha. If you are reporting for multiple companies the file has to be sorted by the 10-digit Idaho State Unemployment Insurance Account Number. The following information needs to be on the magnetic media paper label:

Name & Account No.  
File Name  
Quarter & Year  
Line 5 Gross Wages (from TAX020 form)  
Contact Person & Phone No.

Mail the magnetic media and the Unemployment Insurance Tax Report (TAX020), with payment to:

Cashier  
Idaho Department of Labor  
317 W. Main St.  
Boise, ID 83735-0610

If you have questions, please contact us at: (208) 332-3570 ext. 3427  
Email: Nancy.Standish@labor.idaho.gov

Record Layouts - Idaho will accept the following three record layouts on any of the above magnetic media.

**100 BYTE ALTERNATE WAGE RECORD SPECIFICATIONS**

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<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>REMARKS</u>
1-20	EMPLOYER NAME	20	Left justify
21-29	SSN	9	9-digits no dashes
30	CONTROL NO.	1	Leave blank
31-40	STATE EMPLOYER NO.	10	10-digit number assigned for Unemployment Insurance.
41	QUARTER	1	1,2,3, or 4
42-45	YEAR	4	CCYY
46-50	BLANK	5	Leave blank
51-70	EMPLOYEE LAST NAME	20	Left justify
71-85	EMPLOYEE FIRST NAME	15	Left justify
86	EMPLOYEE MIDDLE INITIAL	1	
87-90	BLANK	4	
91-100	QUARTERLY WAGES	10	Dollars and cents. Leave out commas and decimals. Zero fill from left.

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**128 BYTE SUPPLEMENTAL STATE RECORD**

**CODE 1S**

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<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>REMARKS</u>
1-2	RECORD IDENTIFIER	2	Constant "1S"
3-11	SSN	9	9-digits no dashes
12-20	BLANK	9	
21-40	EMPLOYEE LAST NAME	20	Left justify
41-55	EMPLOYEE FIRST NAME	15	Left Justify
56	EMPLOYEE MIDDLE INITIAL	1	
57-124	NOT USED	68	
125-126	STATE CODE	2	FIFS Postal numeric code e.g. "16" Idaho
127-128	NOT USED	2	

**CODE 2S**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>REMARKS</u>
1-2	RECORD IDENTIFIER	2	Constant "2S"
3-4	BLANK	2	
5-14	STATE EMPLOYER NO.	10	10-digit number assigned for Unemployment Insurance.
15-20	REPORTING PERIOD (mmccyy) for the calendar	6	Last month and 4-digit year quarter for which this report applies.
21-30	QUARTERLY WAGES	10	Dollars and cents. Leave out commas and decimals. Zero fill from left.
31-80	EMPLOYER NAME	50	Left justify.
81-128	BLANK	48	

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**275 BYTE SUPPLEMENTAL STATE RECORD**

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**CODE S**

<u>LOCATION</u>	<u>FIELD</u>	<u>LENGTH</u>	<u>REMARKS</u>
1	RECORD IDENTIFIER	1	Constant "S"
2-10	SSN	9	9-digits no dashes
11-30	EMPLOYEE LAST NAME	20	Left justify
31-45	EMPLOYEE FIRST NAME	15	Left justify
46	EMPLOYEE MIDDLE INITIAL	1	
47-123	NOT USED	77	
124-125	STATE CODE	2	FIFS Postal numeric code e.g. "16" Idaho
126-127	NOT USED	2	
128-133	REPORTING PERIOD (mmccyy) for the calendar	6	Last month and 4-digit year  quarter for which this report applies.
134-140	NOT USED	7	
141-150	QUARTERLY WAGES	10	Dollars and cents. Leave out commas and decimals. Left zero fill.
151-164	NOT USED	14	
165-214	EMPLOYER NAME	50	Left justify.
215-230	NOT USED	16	
231-240	STATE EMPLOYER NO.	10	10-digit number assigned for Unemployment Insurance.
241-275	NOT USED	35	

One Code "S" for each employee.

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