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## **MULTIPLE FILER SPECIFICATIONS AND GENERAL GUIDELINES**

VISIT OUR WEBSITE FOR COMPLETE STEP-BY-STEP INSTRUCTIONS FOR  
CREATING FILES USING EXCEL

[http://www.labor.state.ak.us/estax/forms/toc\\_forms.htm](http://www.labor.state.ak.us/estax/forms/toc_forms.htm)

### ***General guidelines:***

- File format must be comma delimited
- No leading or trailing spaces
- No text qualifiers (quotes around values in columns)
- No column headings or descriptors
- Do not total the wage column in your file
- Do not exceed the maximum number of characters in a column
- Do not insert blank lines between rows of detail
- See the specifications for required layout for fields, columns, and maximum lengths
- Unnecessary commas in your file will be read as a new field and result in an error
- Create one row for each employer in the header record
- Create one row for each employee in the wage detail record. Employees listed more than once in the same file must work for different employers.
- Remove all employees with no wages (zero) in the quarter from the file
- Negative wages are not accepted
- No limit on the number of employers or employees that can be submitted
- DO NOT open your completed CSV file using Excel
- Use NOTEPAD to open completed CSV files to make corrections

**File Format for Header Records:**

The following specifications are to create a header file to combine all employer/client accounts together. This information can also be manually keyed on the screen after the wage detail is uploaded:

<b>Column</b>	<b>Max. Length</b>	<b>Column Contents &amp; Requirements</b>
1 or A	8	Alaska Employer Account Numbers are 5, 6 or 7 digits in length. Leading zeros are not necessary.
2 or B	4	Reporting Year - Format: CCYY (ex. 2007)
3 or C	1	Reporting Quarter - Valid Values: 1, 2, 3, or 4
4 or D	1	Zero Report (Y/N) – Yes/No field – Valid values Y or N. Must be upper case. “N” value must have a corresponding wage file record “Y” value will submit a zero report for that employer/client
5 or E	1	Wages reported to other states – Yes/No field – Valid values Y or N. Must be upper case.
6 or F	11,2	Less excess wages - Format numeric with decimal. No \$ or commas. Blanks invalid. If no excess wages, report 0.00 Maximum field length is a total of 11 digits example: 999,999,999.99
7 or G	11,2	Not currently being used. Leave blank. Future enhancement for Prior balance. Maximum field length is a total of 11 digits example: 999,999,999.99
8 or H	11,2	Remit amount. No \$ or commas. Format numeric with decimal. This field pre-fills the payment voucher that you print at the end of the upload process. Field is optional. Maximum field length is a total of 11 digits example: 999,999,999.99
9 or I	6	Employee count month 1. Report number of employees working on the 12 <sup>th</sup> day of the first month of the quarter. Report 0 if no employees for the month. Numeric, no commas, decimals, or slashes. Blanks are invalid. No preceding zeros.
10 or J	6	Employee count month 2. Report number of employees working on the 12 <sup>th</sup> day of the 2nd month of the quarter. Report 0 if no employees for the month. Numeric, no commas, decimals, or slashes. Blanks are invalid. No preceding zeros.
11 or K	6	Employee count month 3. Report number of employees working on the 12 <sup>th</sup> day of the 3rd month of the quarter. Report 0 if no employees for the month. Numeric, no commas, decimals, or slashes. Blanks are invalid. No preceding zeros.

REPEAT ALL 11 STEPS FOR EACH EMPLOYER/CLIENT

**File Format for Wage Detail:**

The following specifications are to create the wage detail for each employer/client account. The information must correspond with the header information that you either upload or manually key.

<b>Column</b>	<b>Max. Length</b>	<b>Column Contents &amp; Requirements</b>
1 or A	8	Alaska employer account numbers are 5, 6 or 7 numeric digits. Leading zeros are not necessary.
2 or B	4	Reporting Year - Format: CCYY (ex. 2007)
3 or C	1	Reporting Quarter - Valid Values: 1, 2, 3, or 4
4 or D	9	Social Security Number – Must be 9 digits. Must include leading zeros. Do not include hyphens. Define the field as text or put a single quote (') in front of the SSN to keep the leading zeros. Leave field blank if SSN has not been received.
5 or E	25	Employee Last Name - Maximum 25 characters. Hyphens are allowed. Do not include commas, spaces or parenthesis. Alpha characters only.
6 or F	15	Employee First Name -Maximum 15 characters. Do not include commas, spaces or parenthesis. Alpha characters only.
7 or G	1	Employee Middle Initial – Maximum 1 character. Alpha characters only. Field can be blank.
8 or H	9,2	Employee Total Reportable Wages - Numeric with decimal. No \$ sign or commas (example: 1000.95 or 623). Maximum field length is a total of 9 digits example: 9,999,999.99
9 or I	1	Project Code - Not currently being used. Leave blank.
10 or J	20	Hourly Rate - Not currently being used. Leave blank.
11 or K	10	Occupational Code – 6 or 8 digit numeric code. Decimals and dashes allowed when part of a valid occupational code. Coding manual located: <a href="http://www.labor.state.ak.us/estax/forms/toc_forms.htm">http://www.labor.state.ak.us/estax/forms/toc_forms.htm</a> as PDF.
12 or L	2	Geographic Code – 2 digit numeric code. Coding manual located <a href="http://www.labor.state.ak.us/estax/forms/toc_forms.htm">http://www.labor.state.ak.us/estax/forms/toc_forms.htm</a> as PDF.