

Bulk Withholding Monthly Semi-Monthly File Layout ➤

[Instructions](#)

File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumbered when you click the refresh button). When using a fixed-length file, specify the length of each field in your file. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

	Field	Max Size	Format	Remove
1	Client Business eFile Number	8	Text Field	Required
2	Client Permit Number	12	Text Field	Required
3	Period End [MM/DD/CCYY]	10	Text Field	Required
4	Withholding this Period	9	Text Field	Required
5	Less Credits	10	Text Field	Required
6	Balance Due	10	Text Field	Required
7	Penalty	10	No Implied Decimal # of Places: 2	<input type="checkbox"/>
8	Interest	10	No Implied Decimal # of Places: 2	<input type="checkbox"/>
9	Total Amount Due	12	No Implied Decimal # of Places: 2	Required
10	Payment Amount	11	No Implied Decimal # of Places: 2	<input type="checkbox"/>
11	Payment Date [MM/DD/CCYY]	10	Text Field	<input type="checkbox"/>
12	Payment Method	1	Text Field	Required
13	Bank Account Type	1	Text Field	<input type="checkbox"/>
14	Bank Routing Number	9	Text Field	<input type="checkbox"/>
15	Bank Account Number	17	Text Field	<input type="checkbox"/>

Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

 Add Filler Position:

Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.