

Bulk Withholding Quarterly/Annual 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 hit 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.

Repeatable Fields Description

The repeatable fields area of the format allows entry of data fields grouped together into a repeatable field segment for reporting Credit Information. The number of credits is limited to the Certificates associated with a given permit for the time period filing. Valid Certificates are required for Filing Periods after August 2012.

Certificate/Credits Layout

CC - Identifier

Certificate - 12 digit certificate

Program Code - 5 digit code of credit program - include spaces if less than 5 digits

Credit Amount (10) - Whole dollar amount with leading zeros.

Example of 3 Credits (Comma delimited):

```
CC123456789012NJC 0000000100,CC123456789012SJC 0000000200,CC123456789099TJC 0000000300
```

Example of 2 Credits (Fixed format - add 3 spaces as filler for total length of 32):

```
CC123456789012NJC 0000000100 CC123456789012SJC 0000000200
```

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

Repeating Fields

(These are fields that may be repeated many times at the end of each record)

18 <input type="checkbox"/> <input type="checkbox"/> Certificate/Credits	29	Text Field	<input type="checkbox"/>
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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.