

DOR Method - Financial Data File Specifications Handbook for Department of Revenue

I. Account Inquiry Process

Steps

1. DOR sends "Inquiry File" to Financial Institution (FI)

Filename: Inquiry_YYYYMMDD.txt (Ex. Inquiry_20100107.txt)

Location: "FromDOR" folder within the financial institution's specific folder on the SFT server

File Layout

Record Types:

D – Header record identifying the year, month and day the file was created

I – Inquiry record, identifying the person/business for location of assets/accounts

D Record	Size	Description	Comments/Format
Alpha	1	Record Type	Constant "D"
Numeric	8	Year Month and Day	CCYYMMDD
I Record	Size	Description	Comments/Format
Alpha	1	Record Type	Constant "I"
Numeric	9	Inquiry ID	DOR Data
Numeric	9	Tra Number	DOR Data
Numeric	3	Invoice Number	DOR Data
Alpha	15	Invoice Doc Source Number	DOR Data
Numeric	9	Warrant ID	DOR Data
Numeric	9	Account ID	DOR Data
Numeric	9	Inquiry Social Security Number1	000000000
Numeric	9	Inquiry Social Security Number2	000000000
Numeric	9	Inquiry Social Security Number3	000000000
Numeric	9	Inquiry Social Security Number4	000000000
Alpha	10	Inquiry Le-Fein	00-0000000
Alpha	45	Inquiry Business Name 1	
Alpha	45	Inquiry Business Name 2	
Alpha	45	Inquiry Business Name 3	
Alpha	45	Inquiry Business Name 4	
Numeric	10	Amount Owed	Amount excluding decimal. Last 2 digits are cents. Ex. 123.99 = 0000012399

Numeric	2	Account Type	<p>Type identifier; Default value is 00; To be filled in by financial institution if assets/accounts located.</p> <p>00 – No Asset Located – this is the default value.</p> <p>01 – Asset located – Checking, Savings or Share account</p> <p>02 – Asset located – Brokerage account</p> <p>03 – Asset located – Term investment such as Certificate of Deposit</p> <p>04 - Asset located – Safe Deposit Box</p> <p>05 – Asset located – Other</p> <p>06- NOWD SUPERSEDED – an indicator that another judicial or administrative process Supersedes DOR’s NOWD action, (i.e. writ of garnishment, bankruptcy court order, previous levy service, etc.)</p> <p>07 – EXCEPTION – if or when a financial institution has reason to believe there is a legal reason the asset is exempt from the NOWD action (i.e. minor’s account, escrow or trust account, only protected retirement benefits deposited, etc.)</p> <p>08 - MISMATCH – the name(s) and/or tax identification number(s) provided are significantly different and may not be the same person(s).</p> <p>09 – UNRELATED LLC – the tax identification numbers provided reference to an LLC but the person or entity being levied is only a member of the LLC.</p>
Alpha	20	Bank’s Reference Number	<p>Financial Institution identifier of account; Default value is spaces; To be filled in by FI if account/assets located.</p>

Alpha	40	Name 1 Listed On Account Located By FI	Default value is spaces; To be filled in by FI if assets/accounts located.
Alpha	40	Name 2 Listed On Account Located By FI	Default value is spaces; To be filled in by FI assets/accounts located.

2. - For each inquiry record, the Financial Institution locates assets/accounts and sends a single "Accounts File" back to DOR.

Note: If more than one account is located for an inquiry record, the record will need to be duplicated for each additional account. -

Filename: Accounts_YYYYMMDD.txt (ex. Accounts_20100110.txt) -

Location: "ToDOR" folder within the financial institution's specific folder on the SFT server -

II. Withhold Payment Process

Steps

3. DOR sends "Withhold File" to Financial Institution

Filename: Withhold_YYYYMMDD.txt (ex. Withhold_20100112.txt)

Location: "FromDOR" folder within the financial institution's specific folder on the SFT server

File Layout

Record Types

D – Header record identifying the year, month, and day the file was created

W – Withhold request record, identifying the account to pull money from

"D" Record	Size	Description	Comments/Format
Alpha	1	Record Type	Constant "D"
Numeric	8	Year Month and Day	CCYYMMDD
"W" Record	Size	Description	Comments/Format
Alpha	1	Record Type	Constant "W"
Numeric	9	Withhold Request ID	DOR Data
Numeric	9	Tra Number	DOR Data
Numeric	3	Invoice Number	DOR Data
Alpha	15	Invoice Doc Source Number	DOR Data
Numeric	9	Warrant ID	DOR Data
Numeric	9	Account ID	DOR Data
Numeric	9	Inquiry Social Security Number1	000000000
Numeric	9	Inquiry Social Security Number2	000000000

Numeric	9	Inquiry Social Security Number3	000000000
Numeric	9	Inquiry Social Security Number4	000000000
Alpha	10	Inquiry Le-Fein	00-0000000
Alpha	45	Inquiry Business Name 1	
Alpha	45	Inquiry Business Name 2	
Alpha	45	Inquiry Business Name 3	
Alpha	45	Inquiry Business Name 4	
Numeric	10	Amount Owed	Amount excluding decimal. Last 2 digits are cents. Ex. 123.99 = 0000012399
Numeric	2	Account Type	01 – Asset located – Checking, Savings or share account 02 – Asset located – Brokerage account 03 – Asset located – Term investment such as Certificate of Deposit 04 - Asset located – Safe Deposit Box 05 – Asset located – Other
Alpha	20	Bank’s Reference Number	Financial Institution Identifier of Account
Alpha	40	Name 1 Listed On Account Located By FI	This will remain the same per information provided by FI
Alpha	40	Name 2 Listed On Account Located By FI	This will remain the same per information provided by FI
Numeric	10	Amount Withdrawn	Default is zeros. To be filled in by financial institution upon withdrawal of funds. Amount excluding decimal. Last 2 digits are cents. Ex. 123.99 = 0000012399

4. - For each withhold record, the Financial Institution pulls payment up to “Amount Owed” from account, updates the “Amount Withdrawn” field within the record and sends the “Payments File” back to DOR.

Filename: Payments_YYYYMMDD.txt (ex. Payments_201001160.txt) -

Location: “ToDOR” folder within the bank specific folder on the SFT server. -