DOR Method Excel Format

E-Withhold Excel Spreadsheet Processing Instructions
Inquiry and Accounts File
Parts 1 and 2 of E-Withhold Service

Step One

1. The financial institution will retrieve the "Inquiry" file from the "FromDOR" Folder on the Managed File Transfer (MFT) service.

Step Two

1. Once assets are located, go to the "Account Type" column and update the numeric coding per the asset type located.

   The default numeric coding is 00. Only update the numeric code if accounts or assets are located. The numeric coding will identify the asset type located.

   The "Numeric Coding Key" is available on our website on the [E-Withhold website](#).

2. The "Account Reference Number" column is available for your internal use and convenience to identify the account when the revised "Withhold" list is returned.

   *Please **do not** use the member's bank/credit union account number to identify the account/asset in this field.*

3. Go to the "Account Match Name 1" column and enter the primary accountholder name found for the asset located.

   Repeat this step for the "Account Match Name 2" column if a secondary accountholder is found.

Note: If multiple assets are located for a given record, copy the entire row containing the record, insert a duplicate row, and provide the additional asset separately by updating the "Account Type", "Account Match Name 1", and "Account Match Name 2" information as indicated in the steps above.

4. Save the file in the following format: Accounts_YYYYMMDD

5. Upload the file into the "ToDOR" Folder onto the MFT server following the "MFT Instructions" which can be found on the E-Withhold website.

This completes steps one and two of the E-Withhold process.