

DOR Method Text Format

Financial Data File Specifications for Department of Revenue

Withholding and Payment Process

Parts 3 and 4 of E-Withhold Service

Step 1

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 MFT 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	YYYYMMDD
“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Numeric	10	Amount Withdrawn	Default is zeros.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

Step 2

For each withhold record, the Financial Institution pulls payment up to “Amount Owed” from account, updates the “Amount Withdrawn” field within the record and sends the “**Payments File**” back to DOR.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