

DOR Method Text Format

Financial Data File Specifications for Department of Revenue

Account Inquiry Process

Parts 1 and 2 of E-Withhold Service

Step 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 MFT server

Inquiry 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	YYYYMMDD
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	Lien 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06- NOWD SUPERSEDED – an indicator that another judicial or administrative process Supersedes DOR’s NOWD action, (i.e. writ of garnishment, bankruptcy court order, previous levy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.

Step 2

For each inquiry record, the Financial Institution locates assets/accounts, completes required/optional fields, 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 MFT server