DOR E-WITHHOLD FILE NAMING CONVENTIONS

Below is an explanation of each file name used for each step of the E-Withhold process. Please use the corresponding naming convention for the file format your financial institution (FI) uses for each step of service. If you have any question regarding your file format, please send an email to dorewithholds@dor.wa.gov.

Step 1: DOR will send the "Inquiry" file to initiate service.

Step 2: The FI will rename the "Inquiry" file before uploading your response to DOR.   The renamed file will include the word "Accounts" in the name. See examples for your file format below.

Step 3: DOR will send the "Withhold" file with instructions to withhold or release assets/accounts.

Step 4: The FI will rename the "Withhold" file before uploading your response to DOR. The renamed file will include the word "Payments" in the name. See examples for your file format below.

For the DOR METHOD, use the following naming conventions:

Step 1	Inquiry_YYYYMMDD.txt
Step 2	**Accounts_YYYYMMDD.txt**
Step 3	Withhold_YYYYMMDD.txt
Step 4	**Payments_YYYYMMDD.txt**

For the FIDM METHOD, use the following naming conventions:

Step 1	Inquiry_FIDM_YYYYMMDD.txt
Step 2	**Accounts_FIDM_YYYYMMDD.txt**
Step 3 & 4	See the naming convention for the format you are using; either the DOR Method or the Excel spreadsheet.

For the EXCEL FORMAT, use the following naming conventions:

Step 1	Inquiry_YYYYMMDD.xls
Step 2	**Accounts_YYYYMMDD.xls**
Step 3	Withhold_YYYYMMDD.xls
Step 4	**Payments_YYYYMMDD.xls**

For example: YYYYMMDD = 4 digit year, 2 digit month, 2 digit day (20110121). Use the day the file is created.