

*Florida*

**DEPARTMENT OF REVENUE**



## **Reemployment Tax**

### **Import File Specifications for Flat File Web Import**

Version 3

August 2017

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## Introduction

The Florida Department of Revenue (FDOR) Reemployment Tax (RT) internet site has import functionality for both the RT-6 (Employer's Quarterly Report) and RT-8A (Correction to Employer's Quarterly Report or Annual Domestic Report). This functionality is used to submit reemployment tax information to FDOR. The output file created using this specification allows you to meet the Florida Reemployment Tax filing requirements.

To avoid errors, please be sure that all required fields are populated accurately and completely. Below are terms and conditions for using the import specifications. By utilizing the FDOR import specifications, you (herein referred to as "User") acknowledge and agree to the following:

- User is responsible for the use of the import file specifications.
- User is responsible for generating the output file that will be imported to FDOR.
- User agrees to make NO configuration changes and/or modifications to the import file specifications.
- User agrees that the import file specifications will be used for the sole purpose of converting specific tax information to meet the standard format for transmitting data to FDOR.
- User hereby acknowledges they have read and agreed to the terms and conditions of this import application.

There is a "Check Import File Format" option available on the FDOR Reemployment Tax website. To access the website, go to the FDOR home page at [floridarevenue.com](http://floridarevenue.com), click on the "File and Pay Taxes, Fees, Remittances" button, select Reemployment Tax and the appropriate category (Agent, Employers, or Employee Leasing Companies), enter your FDOR-issued user ID and password (or your Federal Employer Identification Number and Reemployment Tax Account Number), read the information provided on the Bulletin Board, and click "Next." Then, click on "Check Import File Format/Quarterly RT-6" or "Check Import File Format/Quarterly RT-8A," select the year and quarter you will be testing, and import your testing file. Errors will be presented if there are mistakes within the file.

For questions concerning this import application, users can contact the Florida Department of Revenue by sending an email to [e-Services@floridarevenue.com](mailto:e-Services@floridarevenue.com).

## File Name Requirements

The file name may include the return type (RT6 or RT8A), year (YY), and quarter (QQ). Only text files (.txt) are accepted. For example, if you are submitting an RT-6 return for the third quarter of 2017, name your file RT61703.txt. The following special characters are **not acceptable** within the file name: ~ ! @ # \$ % ^ & \* ( ) \_ - = ` { } [ ] \ , . ; ' : " < > ?

## Internal File Format Requirements

Within the import file, data must be formatted as follows:

- The last two digits in a currency field are implied decimals, so if you put 12345 in your file, the system will read it as 123.45.
- Except for email addresses, these special characters are **not acceptable** within flat files: ~ ! @ # \$ % ^ & \* ( ) \_ - = ` { } [ ] \ , . ; ' : " < > ?
- If a numeric field requires a set number of characters, users must ensure that the field contains the required number of characters by padding their numbers with preceding zeroes. For example, a numeric field requires ten characters but the user only has five characters to enter (50000). The user must pad the number with zeroes to obtain the required number of characters (0000050000).

## RT Import File Structure

The RT import file consists of five record types:

- **Record Type 00 “Header Record”** – Required record type. Contains basic identifying information about the employer including the Federal Employer Identification Number (FEIN) and the employer’s Reemployment account number.
- **Record Type 01 “Employer Record”** – Required record type. Contains further information about the employer including the employer name and address along with filing information, total wage and tax due, and contact information.
- **Record Type 02 “Employee/Social Record”** – Optional record type. Contains employee detail information including social security numbers, names, and wage details.
- **Record Type 03 “Total Record”** – Required record type. Contains the breakdown of the total number of covered full-time and part-time employees who performed services for each month in the quarter.
- **Record Type 99 “Trailer Record”** – Required record type. Contains the date the file is being submitted in the YYYYMMDD format. No data can follow this record type.

## RT Import File Field Descriptions and Restrictions

Each import file consists of fixed-length text. In the following tables, the position number is the place that the character must take within the line in the file. There are three possible character types:

- A = Alpha characters only.
- N = Numerical characters only.
- X = Alpha/numerical characters.

### Header Record (Type 00)

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Must contain 00 (zero, zero) only.
Submitter's FEIN	3-11	N	9	Federal Employer Identification Number. Cannot be a string of the same number.
Employer RT #	12-18	X	7	Account Number assigned by the State of Florida. Cannot be a string of the same number.

### Employer Record (Type 01)

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Must contain 01 (zero, one) only.
Employer's FEIN	3-11	N	9	Federal Employer Identification Number. Cannot be a string of the same number.
Employer RT #	12-18	X	7	Account Number assigned by the State of Florida. Cannot be a string of the same number.
Employer Name	19-75	X	57	Name of company.
Mailing Address	76-97	X	22	Mailing address of company.
City	98-119	A	22	City in which company is located.
State	120-121	A	2	State (abbreviated) in which company is located.
Zip Code	122-130	N	9	Location address. Must contain nine digits (ZIP+4). May be padded with 9s if the last four digits are not available.
Filing Year	131-134	N	4	Tax year. Only current and prior filing quarters are accepted.
Filing Quarter	135-136	N	2	Filing quarter. Only current and prior filing quarters are accepted.
Gross Wages	137-151	N	15	Employer gross wages paid this quarter. Cannot be a negative amount.
Excess Wages	152-162	N	11	Wages exceeding the taxable amount paid to each employee during the calendar year. Cannot be a negative amount.
Taxable Wages	163-177	N	15	Wages subject to tax. Cannot be a negative amount.
Tax Due	178-188	N	11	The total of taxable wages multiplied by the tax rate. Cannot be a negative amount.
Interest Due	189-197	N	9	Total amount of interest due. Cannot be a negative amount.
Penalty Due	198-206	N	9	Penalty due with return. Cannot be a negative amount.
Total Tax Due	207-217	N	11	The sum of the tax due, interest, and penalty. Cannot be a negative amount.
Contact Name	218-244	A	27	Individual that represents the company for this submission.
Contact Phone #	245-254	N	10	Phone number for the individual representing the company.
Contact Email	255-304	X	50	Email address for the individual representing the company.

## Social Record (Type 02)

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Must contain 02 (zero, two) only.
Employee SSN	3-11	N	9	Employee Social Security Number (SSN); must contain <b>NINE</b> digits. Do not suppress leading zeroes. Every employee, regardless of age, is required to have a SSN. Cannot be a string of the same number.
Employee First Name	12-26	A	15	The employee's first name. Dashes and hyphens should be excluded.
Middle Initial	27	A	1	Employee's middle initial.
Employee Last Name	28-47	A	20	Employee's last name. Dashes and hyphens should be excluded.
Employee's Gross Wages	48-58	N	11	Total amount of wages earned during the quarter. Cannot be a negative amount.
Taxable wages	59-69	N	11	Wage amount that is considered taxable. Cannot be a negative amount.
Employee's Out of State Gross Wages	70-80	N	11	Year-to-Date gross wages earned in other states. Cannot be a negative amount.
Out of State Taxable Wages	81-91	N	11	Year-to-Date taxable wages earned in other states. Cannot be a negative amount.
Tax State	92-93	A	2	State in which wages were earned. If no out of state wages were provided, use FL. If multiple states were provided, use "MU."
Employee's Contracted to Educational Institutions Wages	94-104	N	11	Total wages paid under a contract to an educational institution. Cannot be a negative amount.

## Total Record (Type 03)

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Must contain 03 (zero, three) only.
Covered Workers 1 <sup>st</sup> Month	3-9	N	7	Total number of covered full and part-time employees who performed services or received pay for this period.
Covered Workers 2 <sup>nd</sup> Month	10-16	N	7	Total number of covered full and part-time employees who performed services or received pay for this period.
Covered Workers 3 <sup>rd</sup> Month	17-23	N	7	Total number of covered full and part-time employees who performed services or received pay for this period.

## Trailer Record (Type 99)

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Must contain 99 (nine, nine) only.
Submission Date	3-9	N	8	The date the file is submitted in YYYYMMDD format.

# RT Import File Error Codes

## File Format Errors

Error Code	Error Message	Explanation
E000	Unexpected line length (Shorter or Longer)	The line length is too long or too short.
E005	Invalid file extension, only .txt accepted	Only text files are accepted.
E010	No zipped files allowed	Zip files are not accepted.
E015	No special characters allowed in file name	The following characters are not accepted as part of the file name: ~ ! @ # \$ % ^ & * ( ) _ - = ` { } [ ] \ , . ; ' : " < > ?
E020	Invalid format in amount fields, decimal implied	The last two digits in currency fields are implied decimals.
E025	Invalid record type encountered	Only five record types are allowed in the import file: 00 (Header Record), 01 (Employer Record), 02 (Employee Detail), 03 (Total Record), and 99 (Trailer Record).
E030	File cannot contain blank line(s)	A blank line was encountered in the file.
E035	Numeric fields must contain numeric values only	All numeric fields must contain either a numeric value or be zero filled.
E040	Must include record type 00 (Header Record)	Import file must include these record types to be considered valid.
E045	Must include record type 01 (Employer Record)	
E050	Must include record type 03 (Total Record)	
E055	Must include record type 99 (Trailer Record)	
E060	Record Type XX cannot include more than one record type XX in the same file	Import file cannot contain multiples of record type 00, 01, 03, or 99 in the same file.
E065	No special characters allowed in the file	@, - and . can only be used in email addresses. The following characters cannot be used within the import file: ~ ! @ # \$ % ^ & * ( ) _ - = ` { } [ ] \ , . ; ' : " < > ?

## Header Record (Type 00) Errors

Error Code	Error Message	Explanation
E070	Missing 00 (Header Record)	Record type 00 (Header Record) should always be the first record in the file.
E075	Record Type 00: Non-numeric data in .....	Record type 00, positions 1-2 (Record type) and 3-11 (Submitter's FEIN) must be numeric.
E080	Federal Employer Identification Number (FEIN) in imported file does not match the Federal Employer Identification Number (FEIN) registered for this account.	Record type 00, positions 3-11 (Submitter's FEIN) must match the 9-digit FEIN used in the setup file for the user logged into the system.
E085	Agent identification number or Employer Reemployment account number contained in imported file does not match the Employer Reemployment account number registered for this account.	Record type 00, positions 12-18 (Employer RT#) must match the 7-digit RT# in the setup file for the user logged into the system.

## Employer Record (Type 01) Errors

Error Code	Error Message	Explanation
E090	Record Type 01: Position 1-2 must be 01 (zero, one)	Record type 01 (Employer Record) positions 1-2 (record type) must be 01.
E095	Record Type 01: Invalid file layout (record type 01 must follow record type 00)	Record type 01 (Employer Record) must always follow record type 00 (Header Record).
E100	Record Type 01: Non-numeric data in .....	Record type 01, positions 1-2, 3-11, 12-18, 122-130, 131-134, 135-136, 137-151, 152-162, 163-177, 178-188, 189-197, 198-206, 207-217, and 245-254 must be numeric.
E105	Record Type 01: Missing or invalid FEIN	Record type 01, positions 3-11 (Employer's FEIN) must match the 9-digit FEIN registered with the state.
E110	Record Type 01: Missing or invalid Employer RT#	Record type 01, positions 12-18 (Employer's RT#) must match the 7-digit Employer RT# registered with the state.
E115	Record Type 01: Position X-X is a required field	Record type 01, positions 19-75 (Employer Name), 76-97 (Mailing address), 98-119 (City), and 218-244 (Contact Name) are required fields.
E120	Record Type 01: Missing or invalid Zip Code	Record type 01, positions 122-130 (Zip Code) must include a full 9-digit (ZIP+4) zip code (may pad zip with 9s if last four digits are not available).
E125	Record Type 01: Filing period selected on initial import page does not match filing period in imported file	Record type 01, positions 131-134 (Filing Year) and 135-136 (Filing Quarter) must match filing year and filing quarter chosen on initial screen. Quarter options can only be 01, 02, 03, or 04.
E130	Record Type 01: Position X-X must be non-negative or zero	Record type 01, positions 137-151 (Gross Wages), 152-162 (Excess Wages), 163-177 (Taxable Wages), 178-188 (Tax Due), 189-197 (Interest Due), 198-206 (Penalty due), and 207-217 (Total Tax Due) must be positive or zero).
E135	Record Type 01: Taxable Wages not equal to Gross minus Excess	Record type 01, positions 163-177 must be the difference of positions 137-151 and 152-162 (taxable wages = gross wages – excess wages).
E140	Record Type 01: Total Tax Due not equal to Tax Due plus Interest plus Penalty	Record type 01, positions 207-217 must be the sum of positions 178-188, 189-197, and 198-2019 (total tax due = tax due + interest + penalty)
E145	Record Type 01: Non-alpha data in .....	Record type 01, positions 98-119 (City), 120-121 (State, abbreviated), and 218-244 (Contact Name) must be alpha characters only.
E150	Record Type 01: Email address is not valid	Record type 01, positions 255-304 (Contact Email) must contain @ and must include .XXX (three alpha characters).



## Employee/Social Record (Type 02) Errors

Error Code	Error Message	Explanation
E155	Record Type 02: Position 1-2 must be 02 (zero, two)	Record type 02 (Social Record), positions 1-2 (record type) must be 02.
E160	Record Type 02: Invalid file layout (record type 02 must come after record type 01)	Record type 02 (Social Record) is optional and must always follow record type 01 (Employer Record) when used.
E165	Record Type 02: Non-numeric data in .....	Record type 02, positions 1-2, 3-11, 48-58, 59-69, 70-80, 81-91, and 94-104 must be numeric.
E170	Record Type 02: Missing or invalid Social Security Number	Record type 02, positions 3-11 must include a 9-digit social security number and cannot be 9 zeroes. Users must not suppress leading zeroes.
E175	Record Type 02: Duplicate Social Security Number	Record type 02, positions 3-11 must include each social security number only once in a file.
E180	Record Type 02: Position X-X is a required field	Record type 02, positions 12-26 (Employee first name) and 28-47 (Employee last name) are required fields.
E185	Record Type 02: Position X-X must be non-negative or zero	Record type 02, positions 48-58 (Employee gross wages), 59-69 (Taxable wages), 70-80 (Employee out of state wages), 81-91 (Out of state taxable wages), and 94-104 (Employees contracted to educational institution wages) must be positive or zero.
E190	Record Type 02: Non-alpha data in .....	Record type 02, positions 12-26, 27, 28-47, and 92-93 must contain alpha characters only.
E195	Record Type 02: Missing or invalid state	Record type 02, positions 92-93 must contain a valid state abbreviation. If no out of state wages to report, use two spaces or FL.

## Total Record (Type 03) Errors

Error Code	Error Message	Explanation
E200	Record Type 03: Position 1-2 must be 03 (zero, three)	Record type 03 (Total Record), positions 1-2 (record type) must be 03.
E205	Record Type 03: Invalid file layout (record type 03 must follow record type 02 'when used' or 01)	Record type 03 (Total Record) must always follow record type 02 (Social Record) when used or record type 01 (Employer Record) when record type 02 is not used.
E210	Record Type 03: Non-numeric data in .....	Record type 03, positions 1-2, 3-9, 10-16, and 17-23 must be numeric.
E215	Record Type 03: Position X-X cannot be blank	Record type 03, positions 3-9 (Covered workers 1 <sup>st</sup> month), 10-16 (Covered workers 2 <sup>nd</sup> month), and 17-23 (Covered workers 3 <sup>rd</sup> month) cannot be blank. User must zero fill or enter a value.

## Trailer Record (Type 99) Errors

Error Code	Error Message	Explanation
E220	Record Type 99: Position 1-2 must be 99 (nine, nine)	Record type 99 (Trailer Record), positions 1-2 (record type) must be 99.
E225	Record Type 99: Invalid file layout (record type 99 must follow record type 03)	Record type 99 (Trailer Record) must always follow record type 03 (Total Record).
E230	Record Type 99: Non-numeric data in .....	Record type 99, positions 1-2 and 3-10 must be numeric.
E235	Record Type 99: Missing or invalid submission date	Record type 99, positions 3-10 (Submission/Settlement Date) must be a submission date in YYYYMMDD format.
E240	Data encountered after trailer record	No information is allowed after Record Type 99 (Trailer Record) position 10.

# Example Import File

```
001234567891234567
011234567891234567ANY COMPANY NAME                1234 MAIN STREET        ANY TOWN                FL3230899
02012345678JOSEPH           MNOTANY                000010000000000007000000000000000000000000000000000000FL000000000000
02023456789JANE             MEVERY                 000010000000000007000000000000000000000000000000000000FL000000000000
02345678912IAN              RSOME                  000010000000000007000000000000000000000000000000000000FL000000000000
02456789123CYRUS            AMANY                  000010000000000007000000000000000000000000000000000000FL000000000000
02567891234ELIJAH          ANONE |                000010000000000007000000000000000000000000000000000000FL000000000000
030000005000000500000005
9920170428
```

FIGURE 1: THE EXAMPLE ABOVE HAS BEEN CROPPED TO PROVIDE AS MUCH DETAIL AS POSSIBLE. FOR A COMPLETE COPY OF THE EXAMPLE IMPORT FILE, PLEASE CONTACT THE FLORIDA DEPARTMENT OF REVENUE BY SENDING AN EMAIL TO [E-SERVICES@FLORIDAREVENUE.COM](mailto:E-SERVICES@FLORIDAREVENUE.COM).