

**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF EMPLOYMENT SECURITY
POST OFFICE BOX 26504
RALEIGH, NC 27611-6504**

SPECIFICATIONS FOR AUTOMATED TAX RATE REPORTING

Tax rate information is supplied to agents who service multiple employer accounts. This is an automated process whereby the agent transfers a file to the Agency FTP server. The file is processed over night, and a file is placed on the Agency FTP server for the agent to retrieve. The agent **MUST** have an account established for the purpose of transferring data to and from this Agency on the FTP server. Contact information is listed below if an account needs to be established.

Each agent has a specific directory on the FTP server that only that agent can access. The following are the specifications for the file to be prepared by the agent to request the rates:

Type: ASCII Text
Name: RATES.TXT
Record Length: 80 Characters

Record layout for the RATES.TXT file:

FIELD NAME	START POSITION	LENGTH	TYPE
Account Number	1	7	Numeric
Check Digit (optional)	8	1	Numeric
Filler	9	72	Spaces

When the RATES.TXT file is processed, it will be deleted from the FTP server. It will be replaced with a file named NCRATES.TXT.

Record layout for the NCRATES.TXT file:

FIELD NAME	START POSITION	LENGTH	TYPE
Account Number	1	7	Numeric
Check Digit (optional)	8	1	Numeric
Filler	9	9	Spaces
Current Year Tax Rate	18	5	Numeric with 3 decimal places
Filler	23	1	Space
Message Area	24	34	Alphanumeric *
Filler	58	22	Spaces

* The agent **MUST** check the message area of the returned file. It will list account numbers that have not been found and accounts that are inactive. Inactive accounts will also include the date of inactivation in the form of CCYYMMDD.

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