

**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 for the current calendar year only is supplied to agents who service multiple employer accounts. This is an automated process whereby the agent provides a text file of account numbers in a specified format. The file is either attached to an e-mail and sent to the address below or placed on a CD and mailed to the address below.

The file will be processed and returned in the manner received. In the near future, we plan to offer this verification via a self-serve web service.

Currently, if you have been assigned a remitter number for quarterly tax reporting for your clients, you can be linked to those clients in our system. You can then log on to our web site using your remitter number and your PIN and have access to the status, tax rates, reporting history, voluntary contribution calculator, accounts receivable and payable status, last experience rating ledger, list of charges and request FUTA recertification for any of your clients. To be linked to your clients, please send a list of your client account numbers to the address indicated below:

The specifications for the file to be prepared by the agent to request tax 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, a file named NCRATES.TXT will be created and returned to the agent.

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 Qtr. 1 Rate	18	5	Numeric with 3 decimal places
Filler	23	1	Space
Status	24	34	Alphanumeric *
Current Year Qtr. 2 Rate	58	5	Numeric with 3 decimal places
Current Year Qtr. 3 Rate	63	5	Numeric with 3 decimal places
Current Year Qtr. 4 Rate	68	5	Numeric with 3 decimal places
Filler	73	8	Spaces

**** The agent MUST check the message area of the returned file. It will indicate 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 YYYYMMDD.***

Tax Department Contact for submitting tax rate verification files or linking your client account numbers to your remitter number:

Employer Call Center
Division of Employment Security
PO Box 26504
Raleigh, NC 27611-6504
Telephone: (919) 707-1150 **FAX:** (919) 733-1255
e-mail: des.tax.customerservice@nccommerce.com