

EXHIBIT E

MEDIA REPORTING REQUIREMENTS

Participating agencies must send a listing of debtor accounts to FTB to create the new process year's files (by December 1, 2003) or to change or modify any information on the current year's files.

FTB can accept data on tape cartridges, compact disks (CD), 3½-inch diskettes, or via TSO file transfer. Tape cartridges must be IBM compatible 3480 or 3490 cartridges.

Please note that if you are sending accounts on cartridges, diskettes or CDs, **do not** send a paper file as well.

The following three pages provide data exchange requirements for each media type: TSO file transfers, tape cartridges, diskettes and CDs. The next page provides data definitions; the media reporting section ends with a sample of the media transmittal form.

Please review your media output in a test form prior to submission. If your file is not in the proper format, it will not be processed. **FTB will not edit or convert data.**

Because FTB receives large amounts of data and information from multiple sources, it is extremely important that agencies clearly mark all data submissions and correspondence sent to FTB. **All files mailed or shipped must be accompanied by an Interagency Intercept Transmittal Form (located at the end of Exhibit E).** Also attach an external label to your cartridges, diskettes or CDs with the following information:

1. Agency name
2. Two-digit agency code
3. Creation date
4. The words 'INTERCEPT FILE'

If you submit your cases on tape cartridges, we will return them to your agency after copying the account information. Disks and CDs will not be returned unless requested in writing.

If you have questions regarding your media or need further instructions, please call our Data Exchange Unit at (916) 845-3778.

CARTRIDGE REQUIREMENTS

When sending debtor information to FTB on cartridge, use the following specifications:

- Write data on a ½-inch magnetic tape in the unpacked mode, using an 18- or 36-track cartridge. *Tape cartridges must be IBM compatible, 3480 or 3490 series.*
- Record data using Extended Binary Coded Decimal Interchange Code (EBCDIC) format.
- Use standard IBM OS/VS internal header and trailer labels.
- Separate internal header and trailer records from the data with a tapemark.
- Ensure that data has a record length (LRECL) of **45 for new process year input** or a record length (LRECL) of **50 for modifications to original data** (sent any time after January 2nd).
- Use a blocking factor of 100. Block size should equal 4500 (new process year) or 5000 (modifications).

DISKETTE AND COMPACT DISK REQUIREMENTS

When sending debtor information to FTB on a diskette or compact disk (CD), use the following guidelines:

- Save data as a text file.
- Do not create files using a ".dat" extension. Filename should end with a ".txt" extension.
- Send only one text file (with all account data) per diskette or CD.

To assist you in creating your file, we have provided the following instructions. The instructions are for using Microsoft Word, but they are similar for other word processors.

1. Turn on the SHOW/HIDE icon (paragraph symbol on the toolbar) and the RULER.
2. Change FONT to Courier New or any font that is not a true type font (font size 12 is recommended).
3. Set ZOOM CONTROL to 100% (this makes it easier to see alignment).
4. Set VIEW to print layout format and move right INDENT MARKER and MARGIN to column 45 for new process year. (Column 50 for data sent after January 2nd.)
5. Set VIEW back to normal.
6. On keyboard, turn on CAPS LOCK (all information must be in CAPS).
7. Key the information and be sure to press the "Enter" key at the end of each 45 characters of data (or 50 characters when doing a modification file). **It is critical that you press "Enter" at the end of each line of data.** Any blank fields must contain blank spaces -- do not use any other characters as fillers. Use the spacebar to move paragraph symbol to column 46 if less than 45 characters of data are used. (If wrap around occurs, you have keyed more than 45 characters of data. Please be sure to correct it before continuing.)
8. Using the following examples, carefully review the data, ensuring that:
 - there are no paragraph symbols on a line without text (*the dots are indicators of spaces, not periods*):

```
09111223333TEST00012300SC55667CL.....¶
```
 - one paragraph symbol is present in column 46 for each line of data:

```
0933344555TEST001234440ABROOMFORMORE.....¶
```
 - the font is not a "true type" and the data is aligned.

```
09222334444TEST000123400CLTESTFILE000ENDOFCOL¶  
09444556666TEST000012300CD22222TEST.....¶
```
9. Save the file by clicking on FILE and then SAVE AS. Choose whether to save in the diskette or CD drive. Type in the file name; then, in the SAVE AS TYPE box, highlight the TEXT ONLY selection. Press enter to save.

Your agency may be able to submit debtor information to FTB using Time Sharing Option (TSO) file transfers. This method can save handling and mailing expense, and allows for a quicker turn-around time.

To submit debtor information using file transfers, your agency must have TSO (Time Sharing Option) software with IND\$File. **You must have an existing data connection with the Teale Data Center or the Health and Human Services Agency Data Center.** After these requirements are met, call the Franchise Tax Board, Data Exchange Unit at (916) 845-3778 for further instructions.

Transmitting a file using TSO

To transmit a data set or one member of a partitioned data set to FTB, refer to the following syntax examples. The dataset name must include AGYMOD if you are sending a modification file, or AGYANN if you are sending an annual load file. The last level must include your agency code as shown:

Examples: transmit ftb.tdagyof dataset (myfile.sample.filedate.agymod.code16)
 or: transmit ftb.tdagyof ds (myfile.sample.filedate.agyann.codexy)

Security Considerations:

The TRANSMIT and RECEIVE commands may work differently depending on which security options are used on your system. For example, if your installation uses security labels and security checking, be aware of the following considerations:

- When you transmit a data set, the security label you are logged on with is associated with the transmitted data set.
- You can only receive data sets that you are authorized to receive based on the security label you are logged on with.

Note: FTB must have an email or a telephone call after you transmit data, which includes the name of the file sent and the record count. *Your file may not be processed without this notification.*

DEFINITIONS FOR DATA FIELDS AND RECORD POSITIONS

New Process Year Accounts (45-character record length)

<i>Position</i>	<i>Data Description</i>
1-2	Agency code: two-digit code assigned by FTB as an identifier for each participating agency. If you do not know your code, call the Interagency Intercept Liaison at (916) 845-5344.
3-11	Debtor's Social Security number: nine-digit external decimal, unsigned. The first position cannot be an "8" or a "9."
12-15	Name control: the first four letters of the debtor's last name. Make sure this entry is left justified, all caps and space-filled on the right side.
16-24	Debtor's total liability: nine-digit external decimal, two decimal places (implied decimal only), right justified, zero-filled on left. For example, \$50.16 would be entered as 000005016. Please note the amount must be greater than \$9.99, or it will be rejected.
25-45	Agency account/case number: the number assigned by your agency to identify accounts. The number cannot exceed 21 alpha-numeric characters. Use spaces as holders for blank fields.

Modification Requests (50-character record length)

<i>Position</i>	<i>Data Description</i>
1	Type code: indicates what type of change you are requesting. The type codes used in the Interagency Intercept Collections program are: <ul style="list-style-type: none"> A adds a new debtor to the intercept files. D deletes a debtor previously submitted to the program (this code will cancel the intercept request). C indicates a change to current data — either an increase or decrease in the amount requested for intercept or a change to your internal account/case number for the debtor.
2-10	Social Security number: nine-digit external decimal, unsigned. The first position cannot be an "8" or a "9."
11-14	Name control: the first four letters of the debtor's last name. Make sure this entry is left-justified, all caps, and space-filled on the right side.
15-16	Agency code: two-digit code assigned by FTB as an identifier for each participating agency. If you do not know your code, call the Interagency Intercept Liaison at (916) 845-5344.
17-25	New or revised amount: the new amount to be intercepted, plus any offset payments received during this process year from FTB. Make sure to use external decimal, signed, two decimal places (implied decimal only), right-justified, zero-filled on left. For example, \$50.16 would be 000005016. Remember that the amount must be greater than \$9.99, or it will be rejected by FTB's edit. If you want to delete an account, fill the dollar amount with zeros.
26-45	Agency information: any change to your internal account or case number. It may be up to 20 alphanumeric characters. Leave spaces as holders for blank fields.
46-50	Filler: use blank spaces only -- do not use any characters as fillers.

TRANSMITTAL FORM

The transmittal form is used for transmitting debtor accounts to create the new process year's files, submitting any modification requests, or changing any information on the current year's files. Be sure to include a completed form *every time* you send information via cartridge, diskette, or CD to FTB.

Please check the appropriate box for the format submitted: the new process year's intercept files (45-character record length) or modifications to the current year's files (50-character record length). Without this information, we cannot determine whether your agency is requesting modifications to the current year's files or transmitting data to create the new process year's files.

Please make sure that your media file and accompanying transmittal are sent to one of the following addresses.

(for regular mail)

Franchise Tax Board
Attn: Data Exchange Unit, **AGY**
PO Box 942840
Sacramento, CA 94240-6090

(for express mail)

Franchise Tax Board
Service and Supply
Attn: Data Exchange Unit, **AGY**
9646 Butterfield Way
Sacramento, CA 95827-1501

If you have any questions regarding this form, please call the Interagency Intercept Liaison at (916) 845-5344.

INTERAGENCY INTERCEPT TRANSMITTAL FORM

New Process Year Accounts (*record length 45 -- use only for December 1st annual load*)

_____ Yes, I want to receive a diskette to confirm accounts received for annual load (only).

_____ No, I do not want to receive a diskette to confirm accounts received for annual load (only).

Modification Request (*record length 50 -- use any time during process year*)

Transmittal information:

Agency name _____ Agency code _____ Process year **2004**

Address _____

City _____ Zip code _____

Person to contact for technical information:

Name _____

Address _____ Phone (____) _____

City _____ Zip code _____

Person to whom cartridge is to be returned (diskette and CDs will **not** be returned):

Name _____

Address _____

City _____ Zip code _____

Cartridge description:

Block size: _____ Internal label: yes no Coding: EBCDIC ASCII

Diskette or CD description:

File name: _____

Total number of records: _____ Creation date: _____

Please make sure that your media file and accompanying transmittal are sent to one of the following addresses.

(for regular mail)

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PO Box 942840
Sacramento, CA 94240-6090

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