

DRAFT

**Specifications for
Campus Input Files to Vendor
for Support of Requirements
of the Taxpayer Relief Act of 1997**

June 9, 1998

**Office of the President
University of California**

Draft

Physical Characteristics of Input File

Commencing upon the award of a contract to a vendor, campus files will be transmitted to the vendor via FTP (File Transfer Protocol).

File Name: TO BE DETERMINED

The file name will consist of the file date, the campus identifier - Employer Identification Number (EIN), and the tax year.

Record Format: Fixed

Data Format: ASCII Character Data

Record Length: 207 (TO BE DETERMINED)

Sequence: Ascending sequence sorted by Record Type Code, SSN/TIN.

Note: Files will be submitted electronically (via FTP) to the vendor with agreed upon frequencies and data set names.

Each transmission will be accompanied by an E-mail note with the information specified below. Upon receipt of the file and the E-mail note, the vendor will acknowledge receipt by return E-mail.

File transmittal note should give the following minimum information:

- Campus
- Contact Name and Phone Number
- File Name
- Record Count
- "As of" (cycle) date
- Creation date
- Date Sent

DRAFT**DEMOGRAPHIC RECORD LAYOUT AND ELEMENT DESCRIPTION**

DATA NAME	LENGTH	POSITION	DESCRIPTION
RECORD TYPE CODE	1	1 - 1	<p>The Record Type Code identifies the type of record being transmitted. There are 2 types of records possible per each file submitted --</p> <ol style="list-style-type: none"> 1) Demographic Record (Record Type Code = D) 2) Financial Record (Record Type Code = F) <p><i>Edit Criteria: The first character must be "D". Any other character in this first position will be classified as a Serious Error and all processing of the record should cease.</i></p>
STUDENT IDENTIFICATION NUMBER - (SSN/TIN)	9	2 - 10	<p>The Student Identification Number is the student's social security number (SSN) or taxpayer identification number (TIN). This element will uniquely identify the student.</p> <p><i>Edit Criteria: Each demographic record must have a Student Identification Number. The field must be numeric and within IRS parameters for valid SSN/TIN. Any other values in this field position will be classified as a Serious Error and all processing of the record should cease.</i></p>
CAMPUS PROGRAM or SEGMENT CODE	1	11 - 11	<p>The Campus Program/Segment Code represents which reporting segment on the campus is sending the student record.</p> <p>M = Main Campus S = Summer Session X = University Extension E = Education Abroad Program = other campus assigned values (School of Nursing, Medicine, etc)</p> <p>It is possible for a given student to be reported under different Campus Program/Segment Codes during the same tax year.</p> <p><i>Edit Criteria: Each demographic record must have a Campus Program/Segment Code. This value must be a valid code. Any other value in this field position will be classified as a Serious Error and all processing of the record should cease.</i></p>

DRAFT**DEMOGRAPHIC RECORD LAYOUT AND ELEMENT DESCRIPTION**

DATA NAME	L E N G T H	POSITION	DESCRIPTION
STUDENT NAME	40	12 - 51	<p>The Name of the student. An attempt has been made to define "Name" in the way the IRS defines it for electronic filing. Current materials indicate that the Name should be in the format SURNAME Space FIRST NAME Space MIDDLE</p> <p>(Left Justify and Blank Fill)</p> <p><i>Edit Criteria: Each demographic record must have a Student Name This value can be any non-blank character string. If this field position contains all blanks it will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
STUDENT ADDRESS LINE 1	40	52 - 91	<p>The first line of address of the student. (Left Justify and Blank Fill)</p> <p><i>Edit Criteria: Each demographic record must have a Student Street Address. This value can be any non-blank character string. If this field position contains all blanks it will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
STUDENT ADDRESS LINE 2	40	92 -131	<p>The second line of address of the student. (Left Justify and Blank Fill)</p> <p><i>Edit Criteria: May be blank</i></p>
STUDENT ADDRESS CITY	40	132 - 171	<p>The city corresponding to the street address above. (Left Justify and Blank Fill)</p> <p><i>Edit Criteria: Each demographic record must have a City. This value can be any non-blank character string. If this field position contains all blanks it will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>

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DATA NAME	L E N G T H	POSITION	DESCRIPTION
STUDENT ADDRESS STATE	2	172 -173	<p>The 2 character approved abbreviation used by the US Postal Service for State.</p> <p><i>Edit Criteria: If the foreign address indicator not = 1, then this should be edited for a valid USPS state code. If this field position contains all blanks it will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue. If the foreign address indicator = foreign, then all blanks in state field should not be treated as errors.</i></p>
STUDENT ADDRESS ZIP CODE	9	174 -182	<p>The Zip Code</p> <p>(Left Justify and Blank Fill if full 9 digits are unknown)</p> <p><i>Edit Criteria: If the foreign address indicator not = 1, then this should be edited for valid USPS zip code format. This value can be any valid US Postal Service code. If this field position contains all blanks it will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue. If the foreign address indicator = 1, then all blanks in the zip code should not be treated as errors.</i></p>
FOREIGN ADDRESS INDICATOR	1	183 -183	<p>A flag indicating that the reported address is foreign.</p> <p>"1" indicates a foreign address</p> <p><i>Edit Criteria: This field should be coded as either "1" or blank. Any other character in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
ADDRESS DATE	8	184 -191	<p>The date reported for the address, in the form CCYYMMDD. This date can be an effective date, a reported date or some other date maintained by the campus.</p> <p><i>Edit Criteria: Any valid date in the form CCYYMMDD is acceptable. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue</i></p>

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DATA NAME	L E N G T H	POSITION	DESCRIPTION
ADDRESS TYPE	1	192 - 192	<p>An indicator (code value) indicating the type of the address. P = permanent L = local</p> <p><i>Edit Criteria: To be determined. Once a code structure has been established, valid codes will be required. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
DOUBTFUL ADDRESS INDICATOR	1	193 -193	<p>This field is designed to provide the campus an opportunity to inform the vendor that the reported address is of doubtful reliability.</p> <p><i>Edit Criteria: To be determined. (Likely either "Y" or blank). Once a code structure has been established, valid codes will be required. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
STUDENT REGISTRATION INDENTIFICATION NUMBER	10	194 - 203	<p>The student identification number used by the Campus Program/Segment to uniquely identify the student. On some campuses this will be identical to the SSN of the student.</p> <p>(Left Justify and Blank Fill)</p> <p><i>Edit Criteria: Any non-blank character string. A blank value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
HALF TIME OR GREATER ACADEMIC WORKLOAD FLAG	1	204 -204	<p>A flag indicating that the student was enrolled for at least half the full-time academic workload during any academic period commencing during the tax year.</p> <p><i>Edit Criteria: Valid values are "Y" or blank. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>

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DATA NAME	L E N G T H	POSITION	DESCRIPTION
ACADEMIC LEVEL INDICATOR	1	205 - 205	<p>For Tax Year 1998 this flag will indicate that the student was enrolled exclusively in a program or programs leading to a graduate-level degree, graduate level certificate, or other recognized graduate-level education credential. The description and use of this data element in subsequent years may change.</p> <p><i>Edit Criteria: To be determined -- Likely valid values will be "G" or blank. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
SEND REPLACEMENT 1098-T FORMS FLAG	1	206 - 206	<p>This field can be used to indicate that the campus has authorized the vendor to send a replacement 1098-T form to the student, the taxpayer, and/or the IRS. (Normally this would be done if the initial 1098-T was sent to a bad address or contained incorrect information).</p> <p><i>Edit Criteria: To be determined -- Likely valid values will be "Y" or blank. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
SUPPRESS RELEASE INDICATOR	1	207 - 207	<p>This field can be used to indicate that the campus has authorized the vendor to suppress reporting of the 1098-T form to the IRS. (e.g., when litigation may be pending on release of a student's records).</p> <p><i>Edit Criteria: To be determined -- Likely valid values will be "Y" or blank. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>

DRAFT**FINANCIAL RECORD LAYOUT AND ELEMENT DESCRIPTION**

DATA NAME	L E N G T H	POSITION	DESCRIPTION
RECORD TYPE CODE	1	1 - 1	<p>The Record Type Code identifies the type of record being transmitted. There are 2 types of records possible per each file submitted --</p> <p>1) Demographic Record (Record Type Code = D) 2) Financial Record (Record Type Code = F)</p> <p><i>Edit Criteria: The first character must be "F". Any other character in this first position will be classified as a Serious Error and all processing of the record should cease.</i></p>
STUDENT IDENTIFICATION NUMBER - (SSN/TIN)	9	2 - 10	<p>The Student Identification Number is the student's social security number (SSN) or taxpayer identification number (TIN). This element will uniquely identify the student being reported.</p> <p><i>Edit Criteria: Each financial record must have a Student Identification Number. The field must be numeric and within IRS parameters for valid SSN/TIN. Any other values in this field position will be classified as a Serious Error and all processing of the record should cease.</i></p>
CAMPUS PROGRAM or SEGMENT CODE	1	11 - 11	<p>The Campus Program/Segment Code represents which reporting segment on the campus is sending the student record.</p> <p>M = Main Campus S = Summer Session X = University Extension E = Education Abroad Program = other campus assigned values (School of Nursing, Medicine, etc)</p> <p>It is possible for a given student to be reported under different Campus Program/Segment Codes during the same tax year.</p> <p><i>Edit Criteria: Each financial record must have a Campus Program/Segment Code. This value must be a valid code. Any other value in this field position will be classified as a Serious Error and all processing of the record should cease.</i></p>

DRAFT**FINANCIAL RECORD LAYOUT AND ELEMENT DESCRIPTION**

DATA NAME	LENGTH	POSITION	DESCRIPTION
ACADEMIC TERM ENROLLED	6	12 - 17	<p>The Academic Term in which the student was enrolled and for which the financial record is being reported.</p> <p><i>Edit Criteria: Each financial record must have an Academic Term Enrolled in the format: CCYYTT</i> Where "CCYY" is the year (e.g. 1998) , and "TT" equals S1 = 1st Summer Session S2 = 2nd Summer Session S3 = 3rd Summer Session SU = Summer Quarter FA = Fall Term WI = Winter Term SP = Spring Term Any other value in this field position will be classified as a Serious Error and all processing of the record should cease.</p>
DATE POSTED OR PAID	8	18 - 25	<p>The calendar date upon which the financial transaction occurred.</p> <p><i>Edit Criteria: Each financial record must have a Date Posted or Paid value in the format: CCYYMMDD</i></p> <p>Any other value in this field position will be classified as a Serious Error and all processing of the record should cease.</p>
FINANCIAL TYPE INDICATOR	1	26 - 26	<p>The type of transaction being reported. There are 2 types of transactions that are valid:</p> <p>A = Qualified Tuition and Fees Paid B = Offsets and Gift Aid</p> <p><i>Edit Criteria: Each financial record must have a transaction type indicator -- either "A" or "B". Any other value in this field position will be classified as a Serious Error and all processing of the record should cease.</i></p>

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DATA NAME	L E N G T H	POSITION	DESCRIPTION
DESCRIPTION OF TRANSACTION	40	27 - 66	<p>The narrative description of the financial transaction record. For type "A" transactions, for example, this field might contain "REG FEES" or "PROFESSIONAL SCHOOL FEES", etc. For type "B" transactions it might contains "FEE WAIVER", or "CAL GRANT A" etc. For Extension Programs it might contain Course Description.</p> <p>(Left Justify and Blank Fill)</p> <p><i>Edit Criteria: Each financial record must have a Description of Transaction code. This value can be any string of characters. If this field position contains all blanks it will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
FINANCIAL TRANSACTION GROUP INDICATOR	1	67 - 67	<p>An indicator (code value) indicating the financial "grouping" of the transaction. Values for this element have yet to be determined.</p> <p><i>Edit Criteria: To be determined. Once a code structure has been established, valid codes will be required. Any other value in this field position will be classified as an Advisory Error and will be reported on the error report. However, processing of the record should continue.</i></p>
FINANCIAL TRANSACTION AMOUNT	7	68 - 73	<p>The dollar amount of the reported transaction. Dollars and cents are to be reported. A value of '1234567' will mean a dollar amount of \$12,345.67.</p> <p>(Right Justify)</p> <p><i>Edit Criteria: This field should be numeric. Any other data in this field position will be classified as a Severe Error and all processing of the record should cease.</i></p>