

AscensusX Contribution file

HDR	Cont	#####		###	MMDDYYYY	Roth Amount
DTL	Soc Sec Num	Last Name	MIFirst Name			###.##
TOT	#####	OPTIONAL	OPTIONAL			#####.##

File types

1. A header record
2. An option label record
3. A detail record
4. A total record

Notes

1. This is a fixed length record.
2. Each field begins in a designated spot
3. If a field is not needed or is shorter than the length of the field then spaces are required
4. The record length for all record types is 222.
5. If the length is not 222 then the file will not process.
6. Use spaces to make then length 222.

Required fields

1. **A header record**
 - a. HDR (1 -5)
 - b. Cont (6 – 17)
 - c. Employer ID (18-37)
 - d. Payroll number (55-66)
 - e. Payroll end date (79 -90)
2. **An option label record**
 - a. None – this is an optional record
3. **A detail record (I included first last name in the layout but they are optional)**
 - a. DTL (1-5)
 - b. SSN (6-17)
 - b. Roth Amount (91-102)
4. **A total record**
 - a. TOT (1-5)
 - b. Total number of detail records in the file (6-17)
 - c. Sum of the total Roth contribution amounts in this file (91-102)