

**Payroll Service Electronic Rate Verification Specifications by
Magnetic Tape, Diskette or Compact Disc**

Payroll services may verify Vermont Unemployment Insurance tax rates for their clients by magnetic media using the specifications below. Testing can be done with live data on a quarterly or annual basis. If done quarterly, they should be submitted by the 1st day of the last month of the quarter. If you have questions or wish to send annually, please contact us at 802-828-4253 or 802-828-4258.

COLUMN	DESCRIPTION	FIELD PICTURE
1-7	Employer Number	9(7)
8-17	Filler (Blank or other)	X(10)
18-24	Client Rate In	9(3)V999 (7 Places)
25-80	Filler (Blank or other)	X(56)

- Cartridge Reporting - recording density must be 6250 bytes per inch, with standard header/trailer. **Do not compress the data.**
- Diskette/Compact Disc processing must have carriage return/line feed after each employer in column 81. *(If reporting by Compact Disc, the Disc **must be rewritable** to allow us to download the new rates to your Disc.)*
- Recording mode is F.
- Block contains 10 records, with each record containing characters.
- Record contains 80 characters.
- Overall block size **must be** 800 characters.
- ***** **BLOCK SIZE IS 800** *****
- Label records are standard.

Direct Mail Delivery - Return to: Vermont Department of Labor Attn: Magnetic Media Specialist 5 Green Mountain Drive Montpelier, VT 05602	Post Office Delivery - Return to: Vermont Department of Labor Attn: Magnetic Media Specialist P.O. Box 488 Montpelier, VT 05601-0488
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