

**South Dakota Reemployment Assistance Tax Unit Instructions for Reporting Wages by CD or DVD**  
 ("E" Record Format)

<u>LOC</u>	<u>BYTES</u>	<u>DESCRIPTION</u>	<u>REMARKS</u>
1	1	RECORD TYPE	THE "E" RECORD MUST BE THE RECORD IN THE FILE FOLLOWED BY THE "S" RECORDS.
2-3	2	PAY-QTR	ENTER LAST MONTH OF THE C CALENDAR QUARTER TO WHICH THIS REPORT APPLIES: E.G. "03" JAN-MAR, "12" FOR OCT-DEC.
4-5	2	PAY-YR	ENTER YEAR OF THE CALENDAR QUARTER TO WHICH THIS REPORT APPLIES: E.G., "79 FOR YEAR 1979, "15" FOR YEAR 2015.
6-11	6	ACCOUNTY #	THE 6 BYTES SHOULD CONTAIN THE EMPLOYER IDENTIFICATION NUMBER PROVIDED BY THE DEPARTMENT OF LABOR AND REGULATION
12-20	9	FEDERAL ID#	THE 9 BYTES SHOULD CONTAIN THE FEDERAL EMPLOYER IDENTIFICATION NUMBER PROVIDED BY THE IRS.
21-55	35	EMPLOYER NAME	LEFT JUSTIFY AND FILL WITH BLANKS
56-73	18	SPACES	SPACES
74-75	2	STATE IDENTIFIER CODE	ENTER THE STATE PIPS POSTAL NUMERIC CODE FOR SOUTH DAKOTA WHICH WILL ALWAYS BE <u>46</u> .
76-85	10	SPACES	SPACES

"S" RECORD  
EMPLOYEE

<u>LOC</u>	BYTES	DESCRIPTION	<u>REMARKS</u>
1	1	RECORD TYPE	THE "S" RECORDS MUST FOLLOW THE "E" RECORD. "S" RECORDS ARE THE EMPLOYEE RECORDS.
2-10	9	SOCIAL SECURITY NO	IF NOT AVAILABLE, LEAVE BLANK.
11-30	20	EMPLOYEE LAST NAME	ENTER EMPLOYEE LAST NAME. LEFT JUSTIFY AND FILL WITH BLANKS.
31-40	10	EMPLOYEE FIRST NAME	ENTER EMPLOYEE FIRST NAME. LEFT JUSTIFY AND FILL WITH BLANKS.
41	1	EMPLOYEE MIDDLE INITIAL	ENTER EMPLOYEE MIDDLE INITIAL
42-55	14	SPACES	SPACES
56-64	9	TOTAL WAGES	TOTAL WAGES PAID THIS EMPLOYEE DURING THE QUARTER WHICH IS BEING COVERED BY THIS REPORT. <u>YOU NEED TO HAVE LEADING ZEROS IN THIS FIELD. NO DECIMAL POINTS IS ALLOWED. THE LAST TOW POSITIONS ARE DECIMAL POSTIONS.</u> ONLY POSITIVE AMOUNTS.
65-73	9	TAXABLE WAGES	TOTAL TAXABLE WAGES PAID THIS EMPLOYEE DURING THE QUARTER WHICH IS BEING COVERED BY THIS REPORT. <u>YOU NEED TO HAVE LEADING ZEROS IN THIS FILED. NO DECIMAL POINT IS ALLOWED. THE LAST TWO POSTIONS ARE DECIMAL POSITION.</u> ONLY POSITIVE AMOUNTS.
74-75	2	STATE IDENTIFIER CODE	ENTER THE STATE FIPS POSTAL NUMBER CODE FOR SOUTH DAKOTA WHICH WILL ALWAYS BE <u>46</u> .
76-81	6	ACCOUNT NUMBER	THE 6 BYTES SHOULD CONTAIN THE EMPLOYER IDENTIFICATION NUMBER PROVIDED BY THE DEPARTMENT OF LABOR AND REGULATION.
82-85	4	SPACES	SPACES