

Tape Record Layout

CPSS : 19.90.002.04

Date Created: 9/5/1995

ARM No: 0

Date Modified: 5/27/2004

ARM Supplement: 0

File Name: Vendor/Misc. Check Payment File
 File Id: Enclosure Code 3 - Direct Mail Check (Manual Enclosure) 12/
 Output From: Agency, Electronic Certification System
 Input To: VEN99002; Vendor/Miscellaneous Split Run

| <u>Record Information</u> | <u>File Information</u> | <u>Tape Information</u> | <u>Blocking Information</u> |
|---------------------------|-------------------------|-------------------------|-----------------------------|
| Max Size: 1048 | Retention: 0 days | Track: 9 | Density: 1600 |
| Record Type: Fixed | | Parity: Odd | Factor: 1 |
| | | | Max Length: 1048 |

| Field Number | Length | Positions | Type | Description | Notes | Footnote |
|--------------|--------|------------|------|--------------------------------------|------------------------------|----------|
| 1 | 10 | 1 - 10 | A | Segment Number | | 1 |
| 2 | 1 | 11 | N | Enclosure Code | "3" | 2 |
| 3 | 3 | 12 - 14 | A | Overflow Field A | Prefix Field for the TIN | 3 |
| 4 | 9 | 15 - 23 | A | Payee or Vendor ID Number - TIN | | 4 |
| 5 | 9 | 24 - 32 | N | Payment Amount | High-order zero fill | |
| 6 | 10 | 33 - 42 | A | Agency Identification | | 5 |
| 7 | 1 | 43 | A | Record Code | "B" | |
| 8 | 35 | 44 - 78 | A | Payee Name | | 6 |
| 9 | 35 | 79 - 113 | A | Address Line 1 | | 6 |
| 10 | 35 | 114 - 148 | A | Address Line 2 | | 6 |
| 11 | 30 | 149 - 178 | A | Address Line 3 | | 6 |
| 12 | 30 | 179 - 208 | A | Address Line 4 | | 6 |
| 13 | 1 | 209 | A | Type of Payment | For agency use | |
| 14 | 16 | 210 - 225 | A | Appropriation Code | | |
| 15 | 4 | 226 - 229 | A | Overflow Field B | Suffix Field for the TIN | 7 |
| 16 | 1 | 230 | A | TIN Code (Type of Payment Indicator) | | 8 |
| 17 | 1 | 231 | A | TOP Eligibility | Blank or "Y" = Yes, "N" = No | 9 |
| 18 | 12 | 232 - 243 | A | Reserved for FMS | | |
| 19 | 15 | 244 - 258 | A | Reserved for Agency Data | For agency use | |
| 20 | 1 | 259 | A | Blank | | |
| 21 | 16 | 260 - 275 | A | Blanks | | |
| 22 | 2 | 276 - 277 | N | Number of Payment ID Lines | | 10 |
| 23 | 55 | 278 - 332 | A | Blanks | | |
| 24 | 40 | 333 - 372 | A | Payment Identification Line 2 | | 11 |
| 25 | 676 | 373 - 1048 | A | Blanks | | |

Footnotes:

- 1 Segment Number is comprised of 10 low-order positions of the schedule number of the accompanying SF 1166. If fewer than 10 positions, right justify and high-order zero fill.
- 2 Enclosure Code indicates type of enclosure, if any, to accompany check, as follows:
 0 = Name-only (Designated Agent) check; no enclosure
 1 = Direct mail check, no enclosure
 2 = Treasury printed "Notice to Check Recipient" to accompany check
 3 = Turn-around payee document to accompany check

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Footnotes:

4 = Transportation payment (tear-off slip to accompany check)

- 3 This field is reserved for spillover from Field #4, the Vendor ID, when the ID exceeds 9 characters. This reserved field, if less than three characters, must be right-justified with leading blanks.
- 4 For TIN compliance, this field must contain 9 digits. For a Vendor ID, the field may contain any alphanumeric combination. If less than 9 characters, an agency cannot use overflow fields. If more than 9 characters, the extra characters must be placed as a prefix in field #3 (Overflow Field A). If more than 12 characters, the excess continues as a suffix in Overflow Field B.
- 5 Agency Identification (e.g. "VA AUSTIN", "SSA BALT") to be printed on the check. Agencies have the option to put any type of agency ID they feel pertinent (i.e. vendor numbers).
- 6 Payee name and Address - A maximum of five (5) lines may be used for payee name and address. The last address line must contain City, two-character State abbreviation, and ZIP Code. If fewer than 5 lines are used for the name and address, blank fill the remaining lines. For Enclosure Code 0 items only, Address Line 1 may contain data useful to the agency, e.g., social security number, distribution code; otherwise for Enclosure Code 0, this field will be blank. If an enclosure code 1-4 is processed, the program will validate that at least one of the 4 address fields contains information. If all of the address fields contain blanks, the input agency file will be rejected back to the agency for correction.
- 7 This field is reserved for spillover, continued from the Overflow Field A, when the vendor ID exceeds 12 characters. This reserved field, if less than four characters, must be left-justified with trailing blanks.
- 8 TIN Code (Type of Payment Indicator): V = Vendor, M = Miscellaneous, X = Tax, O = OPM, R = RRB, B = SSA, D = SSI, C = VA
- 9 This field is to be used for Miscellaneous Payments only (TIN Code 'M'). Agencies are to determine if the Miscellaneous payment is subject to offset and must place the appropriate code in this field. If the field is left blank, the payment will be subject to offset.
- 10 Number of Payment ID Lines:
Enclosure Code 2 - Number of Payment ID Lines to be printed on "Notice to Check Recipient" ("01" - "14").
Enclosure Codes 3 and 4 - "01" if second payment ID line is to be used for explanatory data, otherwise, "00". (Payment ID Line 1 contains a Treasury-generated legend).
- 11 Payment ID Lines 1 and 2 - for Enclosure Codes 0 and 1, the agency must use these fields to indicate reason for payment (e.g., "TRAVEL ADVANCE", "CASH REIMBURSEMENT") or these fields may contain vendor invoice numbers. If not used, blank fill.
- 11 Payment ID Lines 1 - 14 - for Enclosure Code 2, Treasury will print up to 14 lines of payment identifying data on a "Notice to Check Recipient". If fewer than 14 lines are needed, blank fill the remaining fields.
- Payment ID Line 2 - For Enclosure Code 2, this field is used by the Austin Financial Center as the payment UNIQUE IDENTIFIER field.

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Footnotes:

12 File sequence is Segment Number/Enclosure Code/Payee or Vendor ID Number.