

Federal Parent Locator Service

Electronic Income Withholding Order

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Release Specifications

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1. FORWARD FEINS TO STATES (OCSE REF #2595)

The Electronic Income Withholding Order (e-IWO) System has been modified to provide an automated mechanism for States to maintain an up-to-date e-IWO Employer list.

1.1 Summary of Changes

The e-IWO System is being modified to send a monthly file of active FEINs that can be processed through the OCSE e-IWO Portal.

1.2 Description of Changes

The e-IWO System will send a FEIN File to States on a monthly basis. States that want to participate in this process must provide a file name in order for the e-IWO system to drop off the file.

1.3 Impact on States

No impact to States. States can chose to electronically receive the active list of FEINs, or they can go to the e-IWO Workplace and review the list of active FEINs in order to maintain their list manually.

1.4 Record Specifications

The FEIN File is generated in a fixed length format. The lengths and locations of each data element within the file are indicated in Chart A-1, "FEIN File Data Elements".

For example, the Organization Name data element has a fixed length of 65. If an Organization has a name that is only 20 characters, 45 spaces will be added to the end of the field to create an Organization Name with a length of 65. This Organization Name will be located in positions 20 through 84 within the file.

The following list is a summary of the formatting rules.

- Each employer/withholder's data are on a separate line.
- Each data element has a fixed length.
- Data elements are ordered as they appear in Chart A-1, "FEIN File Data Elements".

A. FEIN FILE FORMAT

CHART A-1: FEIN FILE DATA ELEMENTS						
Element	Location	Length	A/N	Req./ Opt.	Description	Rules
FEIN	1-9	9	N	R	Employer/withholder's FEIN	Exactly 9 digits Example: 123456789
Start Date	10-19	10	A/N	R	The date that the employer/ withholder will begin to exchange Income Withholding Orders	Format: YYYY-MM-DD
Organization Name	20-84	65	A/N	R	Name of the employer/withholder	
Address Line1	85-124	40	A/N	O	Line 1 of the employer/withholder's address	
Address Line2	125-164	40	A/N	O	Line 2 of the employer/withholder's address	
City	165-189	25	A/N	O	Employer/withholder's city	
State	190-191	2	A/N	O	Employer/withholder's State code	2 character State code Examples: AL; AK; AZ
Postal Code	192-201	10	A/N	O	Employer/withholder's postal code	5 digit Zip or 5 digit Zip - 4 digit extension Examples: • 12345 or • 12345-1234
Contact Name	202-241	40	A/N	O	Business contact's full name	
Phone Number	242-251	10	N	O	Business contact's phone number	Exactly 10 digits Example: 4445551234
Extension	252-256	5	N	O	Business contact's phone extension	
E-mail	257-321	65	A/N	O	Business contact's e-mail address	