

**New Employee Reporting to State Record Layout (PPP890)
As of Release 1186 – 04/17/98**

Record Type Summary

Record Type Indicator	Record Type Description	Comments
Column 1-2 = 'E4'	Employer Info	
Column 1-2 = 'W4'	Employee Data	
Column 1-2 = T4'	Trailer Record	

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Employer Info Record

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value "E4"
3 - 11	9 Numeric	Federal Employer Identification Number (FEIN)		Local values from CPWSXTRC
12 - 19	8	State Employer Account Number		Local values from CPWSXTRC
20 - 22	3	Branch Code		Local values from CPWSXTRC
23 - 67	45	Employer Name		Local values from CPWSXTRC
68 - 107	40	Employer Street Address		Local values from CPWSXTRC
108 - 132	25	Employer City		Local values from CPWSXTRC
133 - 134	2	Employer State		Local values from CPWSXTRC
135 - 139	5	Employer Zip		Local values from CPWSXTRC
140 – 143	4	Employer Zip Extension		Local values from CPWSXTRC
144 - 175	32	Filler		Spaces

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Employee Data

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value "W4"
3 - 11	9	Employee SSN	EDB0111	
12 - 27	16	Employee First Name	EDB0250	
28	1	Employee Middle Initial	EDB0251	
29 - 58	30	Employee Last Name	EDB0252	
59 - 98	40	Employee Street Address	EDB0204 EDB0205	
99 – 123	25	Employee City	EDB0206	
124 - 125	2	Employee State	EDB0207	
126 - 130	5	Employee Zip	EDB0208	
131 - 134	4	Employee Zip Extension		Value spaces
135 – 142	8	Employee Date of Hire	EDB0113	
143 - 175	33	Filler		Spaces

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Trailer Record

Position	Length/ Format	Field Description	Data Element #	Comments
1	2	Record Type		Value "T4"
3 – 13	11 Numeric	Number of employees reported		
14 - 175	162	Filler		Spaces