

Report: DOL_903

Version: 1.0

Format: CSV

Introduction:

This file describes the process and requires for submitting a CSV version of a DOL_903 return or report to the State of New Mexico.

File Structure:

A CSV file is a plain text file with a collection of rows of data. Each row must be on a line by itself.

Rows must be in the order specified in the table called "Allowed and Required Rows", below.

You may not add any blank lines at the beginning of the file or between rows, nor any spaces at the beginning of a row.

Each row contains a collection of fields in a specified order. Fields are separated by a "separator character" which you choose. You can use any of the following characters as a separator, but you must use the same separator for the entire file:

tab	ANSI character 9
comma	","
vertical bar	" "
caret	"^"
dollar sign	"\$"
tilde	"~"
back-slash	"\"

You may not put the separator character inside any field. For example, if you use a comma as a separator, and a field requires a company name, you may not include a comma in the company name (e.g., My Company, Inc. would not be acceptable).

You will be asked to specify the separator character you have used in your data file when you submit the file.

Do not use single or double quotation marks around the data in any field.

The first row requires a "DocNumber" as the first data field in the file. This is a number you assign to the file. It assures that you do not accidentally submit the same file multiple times (which could mean that you would have multiple tax liabilities). Each file you submit must have a DocNumber larger than any DocNumber you have previously used.

There are several strategies you can use when choosing a DocNumber. First and most obvious,

you can use sequential numbers (1, 2, 3, etc.). Second, if you are fairly certain that you won't submit more than one file per day, you may want to use the current date in the format YYYYMMDD (for example, 20060501 for May 1, 2006). As long as the year comes first, followed by a 2-digit month and then a 2-digit day number, this will generate a new, higher number every day. Third, if you think you may submit more than one file a day, you may want to create the number from the date and time together, using the format YYYYMMDDHHMMSS. DocNumbers can be up to 19 digits long, so several different strategies will work.

Field Formats:

Date Fields:

If a field requires a date, you can choose among these formats (examples are for May 1, 2006) Notice that the year number must always be 4-digits long:

MM/DD/YYYY	05/01/2006
M/D/YYYY	5/1/2006

Time Fields:

Time fields can be in any of these formats (examples are for 9:30am and 1:30pm):

HH:MM:SS	09:30:00 and 13:30:00
H:MM:SS	9:30:00 and 13:30:00

DateTime Fields:

DateTime fields can be in these formats (examples are for May 1, 2006 at 1:30pm):

MM/DD/YYYY HH:MM:SS	05/01/2006 13:30:00
M/D/YYYY H:MM:SS	5/1/2006 13:30:00

Numeric Values:

If a field is defined as having no decimals, you may not include a decimal point whether it is followed by any digits or not.

If a field is defined as allowing decimals, you may omit the decimal point and following digits if you are reporting a whole number.

RowTypes:

Except for the first row, each row must begin with a Row Type. This is a text entry which must exactly match the text shown under "Values", below.

Tips for Preparing CSV Files:

If you use a program like Microsoft Excel to prepare a CSV file, you can select Save As and save the page directly in CSV format. Unfortunately, Excel (and other programs) will automatically save each line with a lot of trailing commas to make each line have the same number of fields. Our processing software will complain about the extra commas because it won't be able to differentiate between one that indicates that optional data has been omitted and one that was automatically generated by Excel.

There are 2 simple ways to fix this problem:

1. After you save the file with Excel, open it in Notepad or some other simple text editor, remove

the trailing commas in each line, and then resave the file.

2. Almost any programmer, using almost any computer language, can write a simple program that will remove trailing commas in each line.

Note that for both of these solutions, if a line ends with an optional field (such as the memo field for the electronic payment), and if you leave that field blank, a comma is required after the previous field. You may have to add that comma back in after using one of the fixes described above.

Also, Excel often does you a "favor" by changing a version number like "1.0" in the first row of your file to a simple "1". Our processing software requires an exact match on the version number, and refuses to see "1" and "1.0" as the same. You can fix the version number either by editing the file manually after Excel saves it, or by formatting the version number cell as plain text in Excel.

Allowed and Required Rows:

<u>Row Name</u>	<u>Required?</u>	<u>Occurrences</u>	<u>Number of Fields</u>	<u>Comment</u>
CSV_Header	Required	1 time	3 fields	
ES_903_Header	Required	1 time	4 fields	
ES_903_Employer	Optional	0 to 1 times	20 to 22 fields	
ES_903_Employees	Optional	0 or more times	7 fields	

Each of the charts which follow defines one **ROW** in the final document. All of the items described on a chart must be on the same row of your file, separated by commas or whatever separator you have chosen.

CSV_Header (Required)

Name	Datatype	Required?	Values	Comment
DocNumber	numeric	Required	1 to 9223372036854775807	Must be greater than your last DocNumber
Report	text	Required	DOL_903	
Version	text	Required	1.0	

ES_903_Header (Required)

Name	Datatype	Required?	Values	Comment
RowType	text	Required	ES_903_Header	Required to identify row type
EAN	text	Required		Must be 7 numeric characters
FEIN	text	Required		Federal Employer ID Number
Quarter Ending	date	Required	mm/dd/yyyy	Must be March 31, June 30, Sept. 30, or Dec. 31 of any year \geq 1935 and \leq current year

ES_903_Employer (Optional)

<u>Name</u>	<u>Datatype</u>	<u>Required?</u>	<u>Values</u>	<u>Comment</u>
RowType	text	Required	ES_903_Employer	Required to identify row type
CRS ID	text	Required		TRD Combined Reporting System number. Must be 10 or 11 numeric characters.
Employer Name	text	Required		Enter the employer's business name, Max size is 27 characters.
Employer Address	text	Required		Enter the Employer's Address, Max size is 40 characters.
Employer City	text	Required		Enter the Employer's City, Max size is 25 characters.
Employer State	text	Required		Enter valid US Postal Service state abbreviation. Must be in upper-case.
Employer Zip Code	text	Required		Must be a valid US Postal Service Zip Code of 5 digits.
Employer Zip Code Extension	text	Optional		Must be a valid US Postal Service Zip Code Extension of 4 digits.
Tax Rate	decimal number	Required	0.00 to 9.99 (up to 2 decimal digits)	This rate comes from the Employers Quarterly Wage and Contribution packet. Filling in the tax rate correctly is the employer's responsibility.
Total Wages	decimal number	Required	0.00 to 999999999.99 (up to 2 decimal digits)	Paper Form - Item 1 - Schedule A Info. Sum from column 12 of ES903B. Should equal Sum of all quarter gross wages records.
Deduct Excess Wages	decimal number	Required	0.00 to 999999999.99 (up to 2 decimal digits)	Paper Form - Item 2 - Schedule A Info. Sum from column 13 of ES903B. Should equal Sum of all

<u>Name</u>	<u>Datatype</u>	<u>Required?</u>	<u>Values</u>	<u>Comment</u>
				quarter excess wages records. Excess wages cannot be greater than total wages.
Taxable Wages	decimal number	Required	0.00 to 999999999.99 (up to 2 decimal digits)	Paper Form - Item 3 - Schedule A Info. Should equal Total_Wages minus Deduct_Excess_Wages
Tax Due	decimal number	Required	0.00 to 999999999.99 (up to 2 decimal digits)	Paper Form - Item 4 - Schedule A Info. Taxable_wage * Tax_Rate
Interest Due	decimal number	Required	0.00 to 9999999999.99 (up to 2 decimal digits)	Paper Form - Item 5 - Schedule A Info. Required if interest is due. Interest is calculated at .01 per month after the due date.
Late Report Penalty	decimal number	Required	0.00 to 9999999999.99 (up to 2 decimal digits)	Paper Form - Item 6 - Schedule A info. Required if the employer is late reporting. Add \$50.00 if current date is > due_date
Late Payment Penalty	decimal number	Required	0.00 to 9999999999.99 (up to 2 decimal digits)	Paper Form - Item 7 - Schedule A Info. Required if late payment penalty is due. .05 of Tax Due or \$25 which ever is greater
Payment Amount	decimal number	Required	0.00 to 9999999999.99 (up to 2 decimal digits)	Paper Form - Item 8 - Schedule A Info. Payment Information. Must equal Tax_Due + Interest_Due + Late_Report_Penalty + Late_Payment_Penalty
Month One Employment	numeric	Required	0 to 9999999 (no decimals)	Number of employees in month 1 of the quarter.
Month Two Employment	numeric	Required	0 to 9999999 (no decimals)	Number of employees in month 2 of the quarter.
Month Three Employment	numeric	Required	0 to 9999999 (no decimals)	Number of employees in month 3 of the quarter.
Total Withholding	decimal number	Optional	0.00 to 999999999.99 (up to 2 decimal digits)	Total of Employee New Mexico Withholding for the

Name	Datatype	Required?	Values	Comment
				quarter.
Total WorkersComp	decimal number	Optional	0.00 to 999999999.99 (up to 2 decimal digits)	Total of WorkersComp reported for the quarter.

ES_903_Employees (Optional)

Name	Datatype	Required?	Values	Comment
RowType	text	Required	ES_903_Employees	Required to identify row type
Employee SSN	text	Required		Employee's Social Security Number. Must be 9 numeric characters with no punctuation.
Employee Name	text	Required		Enter employee's name. Last Name followed by First Name. Max size is 27 characters.
Quarter Gross Wages	decimal number	Required	0.00 to 99999999.99 (up to 2 decimal digits)	Enter total amount of wages paid to the employee during this quarter. Include all tip income in total.
Quarter Excess Wages	decimal number	Required	0.00 to 99999999.99 (up to 2 decimal digits)	Enter total excess wage amount. Excess wages cannot be greater than total wages.
Withholding	decimal number	Required	0.00 to 9999.99 (up to 2 decimal digits)	New Mexico withholding for this employee in this quarter.
WorkersComp	decimal number	Required	0.00 to 5.00 (up to 2 decimal digits)	WorkersComp contribution for this employee in this quarter. Must be 5.00 or less.