

Field Name	Length	Format	Description
**MERS Division Number	6	String	MERS Division Number
**Social Security Number	9	String	Social Security Number (No Dashes XXXXXXXXX)
**Full Name (Last, First)	30	String	Last Name, First Name
**Address	40	String	Street Address
Address 2	40	String	Apartment number, PO box, etc.
**City	28	String	City
**State	2	String	State abbreviation
**Zip	9	String	Zip + 4
Email Address	50	String	Email Address
**Date of Birth	10	Date	mm/dd/yyyy
**Original Date of Hire	10	Date	mm/dd/yyyy
Date of Eligibility	10	Date	mm/dd/yyyy
Date of Rehire	10	Date	mm/dd/yyyy
Date of Termination	10	Date	mm/dd/yyyy
**Participant Status	1	String	1 = Active; 3 = Terminated; 2 = Inactive
Pay Period Hours	10	String	Hour worked during reporting period
Pay Period Gross Compensation	10	String	Compensation earned during reporting period
Employer Contribution	10	String	Employer contribution amount
Employee Pre-tax Contribution	10	String	Employee pre-tax contribution amount
Employee Roth Contribution	10	String	Employee post-tax contribution amount (Roth)
Loan Number 1	2	String	Assigned loan number
Loan Amount 1	10	String	Loan payment associated with loan number in previous column
Loan Number 2	2	String	Assigned loan number
Loan Amount 2	10	String	Loan payment associated with loan number in previous column
**Denotes Required Field			