

City of Toledo ftp Record Layout

effective 1/1/2016

Field Name	Field Position	Field Length	Required or Optional Field	Field Description	Field Values
account number	1 - 9	char (9)	Required for all withholders	City of Toledo Taxation Account Number	
tax year	10 - 13	num (4,0)	Required for all withholders	format YYYY	
monthly	14 - 17	char (4)	Required for monthly withholders	value for 1st Month payment should be	M-1
				value for 2nd Month payment should be	M-2
				value for 3rd Month payment should be	M-3
				value for 4th Month payment should be	M-4
				value for 5th Month payment should be	M-5
				value for 6th Month payment should be	M-6
				value for 7th Month payment should be	M-7
				value for 8th Month payment should be	M-8
				value for 9th Month payment should be	M-9
				value for 10th Month payment should be	M-10
				value for 11th Month payment should be	M-11
				value for 12th Month payment should be	M-12
quarterly	14 - 17	char (4)	Required for quarterly withholders	value for 1st Quarter payment	Q-1
				value for 2nd Quarter payment	Q-2
				value for 3rd Quarter payment	Q-3
				value for 4th Quarter payment	Q-4
payment	18 - 27	num (10,2)	whether making a monthly, semi monthly or quarterly payment	decimal required no commas	
payment	28 - 32	num (5,0)	Record Sequence Number	no decimals no commas	1,2,3,4, etc.

*****Note:** Carriage Return must be at the end of each record.

Last Record in the File

record count	1 - 10	num (10,0)	Required for all withholders	Total record count	
total amount of payments	11 - 20	num (10,0)	Required for all withholders	no decimals	