



For Immediate Release to all programmers and developers of
Payroll and Social Security deduction applications
Revised Tuesday, May 04, 2004

This document describes the file structure and format that should be used when sending an electronic version of the statement of wages and contributions, C3 form. For details on calculations and filling out the form please see the notes on the back of one of our forms.

File Naming: The file name should consist of the Registration number of the company plus the period in two-digit format with the extension of the file being “.C3”, e.g. “10203007.C3” where the business registration number is 102030 and the period being submitted is for July. Where possible and your system allows, the year should also be appended to the file e.g. “102030072002.C3” would be a file from company with registration number 102030 for July 2002.

File Format: The file is a plain text file with comma delimited fields (no quotes allowed) and each line must be terminated with a carriage return and line feed (CR/LF). Employee records are contained within a header line and a footer line. The first field of each line must be unique, the header line is always preceded with the field “HDR”, the footer line is preceded with the field “FTR” and between them each employee record is preceded by a sequential running line number like “001”, “002” and “003” etc.

Header:

HDR, REGNO, PERIOD, VERSION, COMPANY

- “HDR” always leads this line.
- REGNO is the six-digit registration number assigned to the company by Social Security.
- PERIOD is the period or the start date for which the contributions are due and should be in the format *dd/mm/yyyy* where the *dd* will always be 01, e.g. 01/07/2002 would represent the period of July 2002.
- VERION represents the version format for the file and should currently be set to “1.0.0”.
- COMPANY refers to the company name, which corresponds to the registration number (REGNO) given above.

Records:

LINE, SSN, LASTNAME, FIRSTNAME, MIDDLENAME, CMNCEDATE, TERMDATE, PAYFREQ, WK1, WK2, WK3, WK4, WK5, HOLPAID, BPAID, PAY1, PAY2, PAY3, PAY4, PAY5, HOLPAY, BONUS, LEVY, SOCSEC

- LINE would be a consecutive numbering for each line for example the first line would be 001 and the second line would be 002 etc. SSN is the six-digit Social Security Number assigned to each employee.
- LASTNAME and FIRSTNAME should be the employee surname and given name as stated on their Social Security card. Please only use surname and first name to populate these fields.
- CMNCEDATE and TERMDATE are to be filled in (dd/mm/yyyy format) to indicate the date (during that period) when the employee started to work (CMNCEDATE) or finished working (TERMDATE) with the employer.
- PAYFREQ is the scheduled rate of pay and should be filled out with the following digits; 1 = weekly, 2 = every two weeks, 3 = monthly and 4 = twice per month.
- WK1...WK5 should contain a 1 for the weeks worked and 0 where the employee did not work.
- HOLPAID and BPAID should contain a 1 if Holiday pay and Bonus were paid respectively and 0 if none was paid.
- PAY1...PAY5 should contain the salary or remuneration paid to the employee.
- HOLPAY and BONUS are the Holiday and Bonus paid to the employee and should only be filled in if the corresponding HOLPAID and BPAID fields are enabled (i.e. having a 1).
- LEVY should contain the calculated Housing and Social Development Levy for the employee only (see TTLV field in footer for employer calculations).
- SOCSEC is the total Social Security contribution for both the employer and employee.

Footer:

FTR, REGNO, PERIOD, CTRLTTL, TTLSS, TTLV, TTLPE, NUMRECS

- "FTR" always leads this line, REGNO is the six-digit registration number assigned to the company by Social Security.
- PERIOD is the period or the start date for which the contributions for and should be in the format dd/mm/yyyy where the dd will always be 01, e.g. 01/07/2002 would represent the period of July 2002.
- CTRLTTL is the total wages or salaries of the employees submitted for the period.
- TTLSS is the total Social Security contributions for both employer and employee for the period.
- TTLV is the total Housing and Social Services Levy for the employer and the employees for the period.
- TTLPE is the total Severance (Protection of Employment) payment from the employer for the period.
- NUMRECS is the total number of detailed records submitted in the file.

Please present a sample test file for us to validate and approve before sending the files regularly. Files will be rejected if this format is not adhered to. Please ensure that you submit files on diskettes and that these diskettes are labeled with your registration number, name, address and telephone number. You can collect your diskettes within five days of it being received by the office.

NOTE: Submission of an electronic file does not absolve the employer from sending in his written/printed and signed copies as is normally done.

For further clarification please contact the MIS department of the Social Security Board.