

Massachusetts Department Of Revenue

Filing Frequency Matching For Payroll Service Providers

General Information

This documentation has been prepared for payroll service organization to authenticate the filing frequencies of their clients that are registered to file and pay withholding tax with the Commonwealth of Massachusetts. The Massachusetts Department of Revenue urges all payroll service organization to participate in this filing frequency update program at least once each calendar quarter. However, payroll service organization can submit updates as many times as needed. Continuous participation helps reduce the risk for filing out of frequencies errors, which can become a frequent error for payroll service providers who upload withholding returns and payments through Web File of Business. Please note; Payroll service organizations/transmitters must have an active PTP (Professional Tax Prepare) user account with Web File for Business to participate in this service.

Record Descriptions

This ASCII formatted text file will consist of two records, a single header record and a client detail record (many). Each file must be comprised of a header record as the first record. All records are 240 characters in length and the data must be entered in each field at the exact position described in these instructions. A carriage return and line feed must appear immediately after the last character of each record. Do not place more than one carriage return and line feed combination following a record. Do not use any other types of delimiters between fields within a record, such as commas, quotations, etc. Additionally, alpha type characters must be upper case.

The data within the header record identifies the type of file and the transmitting party along with contact information. The client detail record, fields 1–133 is provided data about the clients of the payroll service organization. Fields 134-240 within the client detail record is output data made available to the payroll service provider from the Massachusetts Department Of Revenue. Additionally, should the frequency differ, field location 133 will be overwritten with the corrected filing frequency for that client.

Header Record

Pos.	Field Name	Length	Type	Description
1-7	File Identifier	07	Constant	"FFMATCH"
8-16	Transmitter EIN	09	Alpha	"999999999"
17-46	Transmitter Name	30	Alpha	
47-76	Transmitter Address	30	Alpha	
77-91	Transmitter City	15	Alpha	
92-93	Transmitter State	02	Alpha	
94-113	Contact Name	20	Alpha	
114-123	Contact Telephone	10	Alpha	
124-158	Contact E-mail	35	Alpha	
159-240	Filler	82	Alphanumeric	Fill with "blank"
Total:		240		

Client Detail Record (many)

Pos.	Field Name	Length	Type	Description
1-17	Filler	17	Alphanumeric	Fill with "0"
18-26	Federal EIN	09	Alphanumeric	Taxpayers FEIN
27	Blank	01	Alphanumeric	Leave Blank
28-72	Legal Name	45	Alphanumeric	As it appears on Reg.
73-102	Street Address	30	Alphanumeric	Taxpayers Location
103-120	City	18	Alphanumeric	
121-122	State	02	Alphanumeric	State Code
123-127	Blank	05	Alphanumeric	Leave Blank
128-132	Zip Code	05	Alphanumeric	US Postal Code
133	Filing Frequency	01	Alpha	Matches against DOR database provided by the services bureau
134	FF Match Flag	01	Alpha	"Y" indicates match correct (field 133), Returned as "N" indicates match failed

Pos.	Field Name	Length
135-149	Message	15
<u>Description</u> If primary ID not found or not registered for 0166 tax type return to output "NO ID MATCH". If first 3 characters of input name does not match first 3 characters of database name in alpha check return "NO NAME MATCH". Otherwise return blank		
150-181	DOR Name	32
<u>Description</u> If "NO NAME MATCH" on alpha check return with name from database, otherwise return with blanks		
182-205	DOR Address	24
<u>Description</u> If "NO MATCH" on alpha check return with address from database, otherwise return with blank		
206-229	DOR City	24
<u>Description</u> If "NO MATCH" on alpha check return with city from database, otherwise return with blank		
230-231	DOR State	02
<u>Description</u> If "NO MATCH" on alpha check return with state from database, otherwise return with blank		
232-236	DOR ZIP 1	05
<u>Description</u> If "NO MATCH" on alpha check return with zip code 1 from database, otherwise return with blank		
237-240	DOR ZIP 2	04
<u>Description</u> If "NO MATCH" on alpha check return with zip code 2 from database, otherwise return with blank		

Total: 240