



ELECTRONIC PAYMENT
USER MANUAL



Welcome to the Kansas Payment Center (KPC).

This manual is designed to help guide you through the process of signing your business up to remit garnished wages support payments electronically in the future.

We are available from 8:00 am to 5:00 pm every weekday to assist you. Please call the KPC Customer Service Center at 1-877-729-6367.



TABLE OF CONTENTS

Information	3
How EFT/EDI Works	4
4 Easy Steps to Implementation	5-6
CCD+ and CTX Record Layout Information	7
File Header Record Formats for all Entries	8
Company/Batch Header Headers for all Formats	9
Entry Detail for CCD Entries	10
Entry Details for CTX Entries	11
Child Support "DED" Addenda Record for CCD+ and CTX Entries	12
Company Batch Control for all Entries	13
File Control for all Entries	14
CCD+ and DED Child Support Segment/Convention for Employers	15
Definition of Elements	16
Definition of Attributes	17
List of Kansas County Codes	Back Cover



INFORMATION FOR EMPLOYERS EFT/EDI TRANSACTIONS

INFORMATION

Remitting child support payments electronically will save your business time and money.

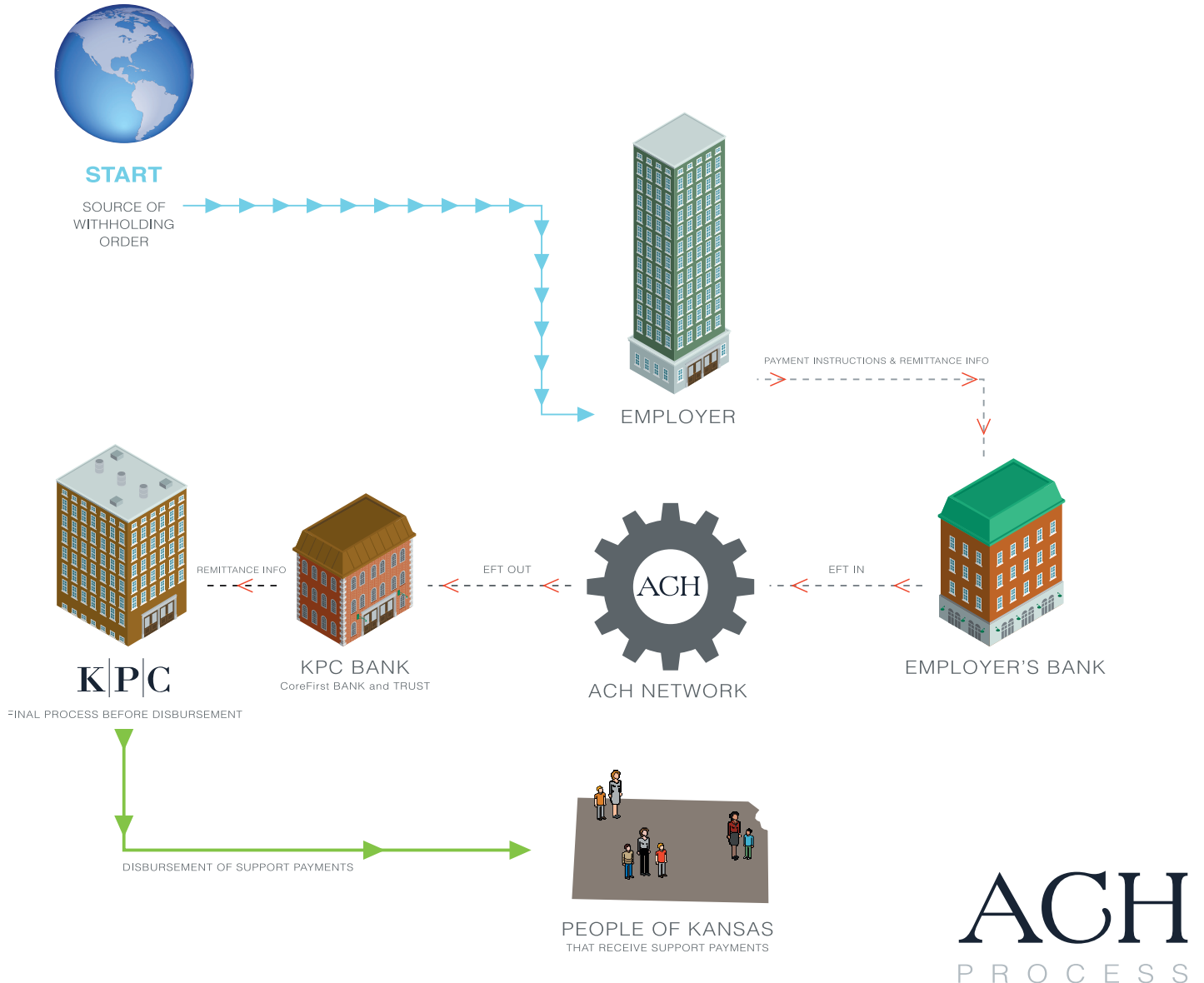
By sending child support payments to the Kansas Payment Center (KPC) through the Automated Clearing House (ACH), the financial network overseen by NACHA - The Electronic Payment Association and The Federal Reserve - your business will experience:

- Increased accuracy;
- Increased reliability - no lost checks or mail delays;
- Reduced paperwork;
- Lower postage costs, and
- Far fewer instances of theft or fraud.

The diagram on the next page illustrates the process between the employer and the KPC.

HOW EFT/EDI WORKS

1. Your company transmits the payment and remittance information to your financial institution (ACH credit).
2. Your financial institution creates the ACH entries required to transfer child support withholdings via the ACH network to CoreFirst Bank and Trust, the financial institution that the Kansas Payment Center uses for child support depository services.
3. The Kansas Payment Center will electronically collect your information and funds for processing and post the payment to your employee's child support case. This diagram illustrates the process between the employer and the KPC.



4 EASY STEPS TO IMPLEMENTATION

There are four steps to implementing EFT for child support withholdings:

- 1. Verify the Case Information**
- 2. Create the ACH file**
- 3. Test the Process**
- 4. Submit Payment**

1. Verify the Case Information

Verify the person/case information you have with the information needed by the KPC. This step is critically important because a discrepancy between the information sent by your company and what is necessary to process the payment at the KPC can cause delay or errors. Delays or errors negatively affect the

families who receive child support and may also require additional time consuming phone calls by the KPC staff to your office in an effort to resolve the issue.

Prepare a spreadsheet with each Employee's Name (as it appears on the wage withholding order), Social Security Number, County ID, and 12 digit Case Number for which you withhold child support. Send this information to the KPC. The KPC will compare the information with required information in the Kansas Child Support Computer System and work with you to resolve any discrepancies.

Please call the following number for next steps:

877-729-6367

2. Create the ACH file

To implement EFT/EDI, your payroll system or other computer system must be able to create the data structure to build the ACH file you will transfer to your financial institution. The *Child Support Application Banking Convention: A Guide for Employers & Their Financial Institutions* prescribes the appropriate formats and standards for transmitting EFT/EDI child support withholdings. You can order this publication via the web at pubs.nacha.org. For your convenience, we have included some of the materials from the NACHA guide in this document.

Important Note:

If your business utilizes a third-party payroll service, this often is the quickest way to begin sending child support payments electronically. Payroll services are very experienced at electronic child support payment remittances. Or, if your business utilizes commercial payroll processing software, this software often has built-in CCD+ and CTX conversion modules. Either of these two options are excellent solutions for efficient electronic remittances.

Contact your financial institution to determine its capabilities and requirements. In most instances, your financial institution is already accustomed to receiving and sending EFT/EDI transmissions. Complete an agreement with your financial institution that authorizes it to transfer EFT/EDI child support withholdings to the Kansas Payment Center.



3. Test the Process

Testing Transmission:

After you prepare the child support payment information and it conforms to the required ACH File Format, you must conduct a test transmission of child support withholding information with your financial institution. Based on the results of this test, some additional changes may be necessary to your computer system or the bank's computer system. You should continue to test the process until both you and the bank are satisfied that the information is being transferred completely and accurately.

Conducting a Prenotification (Prenote):

After confirming the accurate transmission of child support withholding information between you and your financial institution, contact the KPC (877-729-6367) to arrange a "prenote" prior to your first actual transmission. A "prenote" simulates a future live transmission and is used to ensure the banking information included with the transmission is correct. The prenote contains zeros in the amount field to make certain that no funds are transferred during this test. Your financial institution will be notified if there is a problem with the prenote.

4. Submit Payment



CCD+ AND CTX RECORD LAYOUT INFORMATION

NACHA Record Formats for Employers Withholding Child Support Payments

The following record formats are necessary to send EFT transactions over the Automated Clearing House (ACH) Network:

- File Header Record
- Company/Batch Header Record
- Entry Detail Record
- Addenda Record
- Company/Batch Control Record
- File Control Record

The ACH file starts with a **File Header Record** and ends with a **File Control Record**. The file may contain one or more unique batches each starting with a **Company/Batch Header Record** and ending with a **Company/Batch Control Record**. Your company can send multiple batches in the same file. This gives you the opportunity to group your transactions by division, location, payroll frequency, etc.

The heart of the ACH file consists of the **Entry Detail Record** and the **Addenda Record**. The **Entry Detail Record** contains the information necessary to transfer the funds from your financial institution to CoreFirst Bank and Trust (the KPC depository financial institution). The **Addenda Record** is used to supply information about your employee and how to apply the Child Support Payment.

There are two types of **Entry Detail Records** that your company can use: "CCD+" or "CTX." The key difference between CCD+ and CTX formats is that CCD+ has only one Addenda Record per Entry Detail Record and CTX may have up to 9,999 Addenda Records per Entry Detail Record.

Please check with your financial institution to see if it supports both types.

The following pages describe in detail the specific file record formats for a complete ACH file.

FILE HEADER RECORD FORMATS FOR ALL ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'1'	Mandatory	Record Type Code
2	02-03	2	'01'	Mandatory	Priority Code
3	04-13	10	BTTTTAAAAC	Mandatory	Immediate Destination
4	14-23	10	1NNNNNNNNN	Mandatory	Immediate Origin
5	24-29	6	YYMMDD	Mandatory	File Creation Date
6	30-33	4	HHMM	Optional	File Creation Time
7	34-34	1	Uppercase A-Z or Numeric 0-9	Mandatory	File ID Modifier
8	35-37	3	'094'	Mandatory	Record Size
9	38-39	2	'10'	Mandatory	Blocking Factor
10	40-40	1	'1'	Mandatory	Format Code
11	41-63	23	COREFIRST	Optional	Immediate Destination Name
12	64-86	23	Your Company's Name	Optional	Immediate Origin Name
13	87-94	8	Alphanumeric	Optional	Reference Code

1. '1' designates a file header record.
2. Priority code on all files will be '01' unless otherwise advised.
3. The Routing number of the bank which the file is being sent preceded by a blank, where TTTT = routing transit number and AAAA = ABA number and C = check digit. Please check with your bank to determine the correct information - at this point it will be their information, since you will be initially sending the file to them.
4. When transmitting to your bank this field should contain a unique Identification Number agreed upon between you and your Bank.
5. Date the file is created. For your protection, most banks edit this field for file duplication.
6. Time of day the file is created. Time is expressed using 24 hour or military clock.
7. A 1-digit (A-Z or 0-9) used to distinguish multiple files prepared on the same day. The first file of the day should have an upper case 'A' in this field. If a second file is submitted on the same day, the field should contain an upper case 'B', etc.
8. Record size will always be '094'.
9. Blocking factor will always be '10'.
10. Format code will always be '1'.
11. Contains name of receiving bank. For payments sent to Kansas, it is CoreFirst Bank and Trust. Please use COREFIRST.
12. This is your company's name, up to 23 characters.
13. Optional field for internal accounting purposes.



COMPANY/BATCH HEADER FOR ALL ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'5'	Mandatory	Record Type Code
2	02-04	3	Numeric	Mandatory	Service Class Code
3	05-20	16	Alphanumeric	Mandatory	Company Name
4	21-40	20	Alphanumeric	Optional	Company Discretionary Data
5	41-50	10	Alphanumeric	Mandatory	Company Identification
6	51-53	3	Alphanumeric	Mandatory	Standard Entry Class Code
7	54-63	10	CHILDSUPP	Mandatory	Company Entry Description
8	64-69	6	YYMMDD Alphanumeric	Optional	Company Descriptive Date
9	70-75	6	YYMMDD	Mandatory	Effective Entry Date
10	76-78	3	Alphanumeric	Mandatory	Reserved
11	79-79	1	'1'	Mandatory	Originator Status Code
12	80-87	8	TTTTAAAA	Mandatory	Originator DFI (Bank) Identification
13	88-94	7	Numeric	Mandatory	Batch Number

1. '5' designates a Company/Batch Header Record. This record identifies the Originator and briefly describes the purpose for the batch of transactions. All data in this record applies to all detail records within this batch. Think of this as an envelope that you are mailing that provides information about your company, where you are sending it to, and the contents of the batch.
2. We expect a service class code of '220' since there should only be credits sent to us.
3. Contains the name of your company, up to 16 characters.
4. This field may contain descriptive data for internal purposes.
5. Your company's FEIN, preceded by the number '1' should be in this field.
6. Use the appropriate code to designate the type of transaction:
 - CCD – Cash Concentration or Disbursement or CTX – Corporate Trade Exchange.
7. Company entry description should describe the type of transaction; i.e. 'Child Supp'. This description will apply to all detail records with the batch.
8. A date meaningful to your employee or customer, such as payroll period ending date.
9. The date on which these payments should post to the KPC account. The Federal Reserve will use this date to determine the settlement date, which is the date the money will be transferred from your account to ours, and the date the KPC will post the money. This date is 1 to 2 days from the date the file is being processed. Consult your bank to determine which is best for you.
10. Reserved, leave blank. Federal Reserve will insert settlement date.
11. '1' indicates that you have accepted the rules and regulations of the Automated Clearing House.
12. The R/T identification number for your bank where TTTT = routing transit number and AAAA = ABA number.
13. A sequential ascending number assigned by you for each batch. The range is '0000001' through '9999999'.

ENTRY DETAIL FOR CCD ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'6'	Mandatory	Record Type Code
2	02-03	2	Numeric	Mandatory	Transaction Code
3	04-11	8	TTTTAAAA	Mandatory	Receiving DFI (bank) Identification
4	12-12	1	Numeric	Mandatory	Check Digit
5	13-29	17	Alphanumeric, left justified	Mandatory	DFI (bank) Account Number
6	30-39	10	\$\$\$\$\$\$CC	Mandatory	Amount
7	40-54	15	Alphanumeric	Optional	Identification Number
8	55-76	22	KANSASPAYCENTER	Mandatory	Receiving Company Name
9	77-78	2	Alphanumeric	Optional	Discretionary Data
10	79-79	1	1	Mandatory	Addenda Record Indicator
11	80-94	15	Numeric	Mandatory	Trace Number

- '6' designates an entry detail record. Entry detail records contain information needed to post transaction. Think of the detail record as the check that tells the amount of money you are sending and where it is going.
- Use '22' = credit to our checking account.
- The receiving bank's R/T number, where TTTT = routing transit number and AAAA = ABA number. This indicates the bank to which this transaction will be routed. **We will provide you this information after case information is verified and you are ready to begin sending payments.**
- The check digit is the 9th (and last) digit of the bank routing transit number in 3 above. The check digit is used to assure that the routing/transit number is not altered during transmission. **We will provide you this information after case information is verified and when you are ready to begin sending payments.**
- The bank account number for the recipient at the RDFI specified in number 3 above. Only characters "0 - 9" and "-" (dashes) are valid. Blanks are NOT valid characters within the account number except as fillers. Must be left justified with any unused positions following the account number must contain blanks. **We will provide you this information after case information is verified and when you are ready to begin sending payments.**
- The amount of the transaction in dollars and cents, with no punctuation. High order zeros will be used.
- The number by which you identify the individual e.g. employee number, etc. The number should uniquely identify the individual within your system.
- Name of the receiving company. Please designate use "KANSASPAYCENTER."
- Optional Data field for your company's internal use if desired.
- This will always be a "1" for child support payments, because every detail record MUST have at least one addenda record.
- The trace number is an ascending consecutive number used to uniquely identify each transaction. This will assist for research purposes if necessary.



ENTRY DETAIL FOR CTX ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'6'	Mandatory	Record Type Code
2	02-03	2	Numeric	Mandatory	Transaction Code
3	04-11	8	TTTTAAAA	Mandatory	Receiving DFI (bank) Identification
4	12-12	1	Numeric	Mandatory	Check Digit
5	13-29	17	Alphanumeric, left justified	Mandatory	DFI (bank) Account Number
6	30-39	10	\$\$\$\$\$\$CC	Mandatory	Amount
7	40-54	15	Alphanumeric	Optional	Identification Number
8	55-58	4	Numeric	Mandatory	Number of Addenda Records
9	59-74	16	KANSASPAYCENTER	Mandatory	Receiving Company Name
10	75-76	2	Blank	N/A	Reserved
11	77-78	2	Alphanumeric	Alphanumeric	Discretionary Data
12	79-79	1	1	Numeric	Addenda Record Indicator
13	80-94	15	Numeric	Numeric	Trace Number

- '6' designates an entry detail record. Entry detail records contain information needed to post transaction. Think of the detail record as the check that tells the amount of money you are sending and where it is going.
- Use '22' = credit to our checking account.
- The receiving bank's R/T number, where TTTT = routing transit number and AAAA = ABA number. This indicates the bank to which this transaction will be routed. **We will provide you this information after case information is verified and you are ready to begin sending payments.**
- The check digit is the 9th (and last) digit of the bank routing transit number in 3 above. The check digit is used to assure that the routing/transit number is not altered during transmission. **We will provide you this information after case information is verified and when you are ready to begin sending payments.**
- The bank account number for the recipient at the RDFI specified in number 3 above. Only characters "0 - 9" and "-" (dashes) are valid. Blanks are NOT valid characters within the account number except as fillers. Must be left justified with any unused positions following the account number must contain blanks. **We will provide you this information after case information is verified and when you are ready to begin sending payments.**
- The amount of the transaction in dollars and cents, with no punctuation. High order zeros will be used.
- The number by which you identify the individual e.g. employee number, etc. The number should uniquely identify the individual within your system.
- Number of Addenda Records. This number will always be "1" or more.
- Name of the receiving company. Please designate use "KANSASPAYCENTER."
- Leave blank
- For your company's internal use, if desired.
- This will always be a "1" for child support payments, because every detail record MUST have at least one addenda record.
- The trace number is an ascending consecutive number used to uniquely identify each transaction. This will assist for research purposes if necessary.



CHILD SUPPORT "DED" ADDENDA RECORD FOR CCD+ AND CTX ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'7'	Mandatory	Record Type Code
2	02-03	2	'05'	Mandatory	Addenda Type Code
3	04-83	80	Alphanumeric	Optional	See "CCD+ DED Child Support Segment/Convention for Employers" below
4	84-87	4	Numeric	Mandatory	Addenda Sequence Number
5	88-94	7	Numeric	Mandatory	Entry Detail Sequence Number

1. '7' designates an Addenda Record for an Entry Detail Record. These Addenda MUST be included to provide the employee specific descriptive data that is needed. The Addenda Record must immediately follow the Entry Detail Record with which it is associated and that entry detail record must have '1' in position 79.
2. Addenda type is '05' for CTX and CCD
3. See "CCD+ DED Child Support Segment/Convention for Employers" below. This is a detailed description of the 80-character payment related information field that occupies positions 04 to 83 of this addenda record. This is the employee specific child support payment information required to post the funds to the child support system.
4. A sequential number consecutively assigned to each Primary Addenda Record following an Entry Detail Record.
5. Contains the last seven digits (or the ascending sequence number section) of the Entry Detail Record's trace number. This number is found in the trace number (Field 11) of the related Entry Detail Record.



COMPANY/BATCH CONTROL FOR ALL ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'8'	Mandatory	Record Type Code
2	02-04	3	Numeric	Mandatory	Service Class Code
3	05-10	6	Numeric	Mandatory	Entry/Addenda Count
4	11-20	10	Numeric	Mandatory	Entry Hash
5	21-32	12	0 (Zero)	Mandatory	Total Debit Entry Dollar Amount
6	33-44	12	\$\$\$\$\$\$\$\$\$CC	Mandatory	Total Credit Entry Dollar Amount
7	45-54	10	1NNNNNNNNN	Mandatory	Company Identification Message
8	55-73	19	Alphanumeric	Optional	Authentication Code
9	74-79	6	Alphanumeric	Mandatory	Reserved
10	80-87	8	TTTTAAA	Mandatory	Originating DFI (bank) Identification
11	88-94	7	Numeric	Mandatory	Batch Number

1. '8' designates a Company/Batch Control Record. This 'trailer' record contains control totals that summarize preceding detail entries.
2. Service class code should be '220' since we will only accept credits. This must be the same as that in the 5 record.
3. The number of Entry Detail Records plus each Entry Detail Addenda Records in this batch.
4. The sum of the individual bank identification numbers in all of the Detail Entry Records in this batch. In the event that the sum exceeds 10 digits, the entry hash is the right justified 10 digits of the sum. For example, if you have 5 "6" type records with 05300021 in field three as seen below:
05300021
05300021
05300021
05300021
05300021
Then the entry hash would be: 0026500105
5. The total debit entry dollar amount in dollars and cents (no punctuation) of all debit transactions in this batch. **Note: This field must be zero. You are not authorized and cannot issue a debit to the KPC Account.**
6. The total credit entry dollar amount in dollars and cents (no punctuation) of all credit transactions in this batch.
7. Contains the same information as the Company Identification field '5' in the Company/Batch Header Record '5'.
8. This is an optional field and you may leave it blank or place anything that you feel is meaningful in the field.
9. Reserved. Blanks are mandatory in this field.
10. The R/T identification number for your bank, where TTTT = routing transit number and AAAA = ABA number.
11. Contains the same number as the batch number field '13' on the Company/Batch Header Record '5' for this batch.



FILE CONTROL FOR ALL ENTRIES

Field #	Position	Size	NACHA Formats & Contents (All fields must be in CAPS)	Mandatory or Optional for NACHA	NACHA Data Element Name
1	01-01	1	'9'	Mandatory	Record Type Code
2	02-07	6	Numeric	Mandatory	Batch Count
3	08-13	6	Numeric	Mandatory	Block Count
4	14-21	8	Numeric	Mandatory	Entry/Addenda Count
5	22-31	10	Numeric	Mandatory	Entry Hash
6	32-43	12	\$\$\$\$\$\$\$\$\$CC	Mandatory	Total Debit Entry Dollar Amount in File
7	44-55	12	\$\$\$\$\$\$\$\$\$CC	Mandatory	Total Credit Entry Dollar Amount in File
8	56-94	39	Blanks	Mandatory	Reserved

1. '9' designates a file trailer record, which must summarize all detail records in this file.
2. The number of batches in this file.
3. The number of blocks of data in this file, including the File Header and File Control Records. A "block" is equal to 940 characters.
4. The number of Entry Detail Records plus Entry Detail Addenda Records in this file which must be equal to the sum of entry/addenda count field on all Company/Batch Control Records in this file.
5. The sum of the contents of the individual bank routing/transit numbers in all of the Detail Entry Records in this file. (Must be equal to the sum of entry hash field on all Company/Batch Control Records in this file.) In the event that the sum exceeds 10 digits, the entry hash is the right justified 10 digits of the sum.
6. Total amount of all debit transactions, which must equal to the sum of the Total Debit Entry Dollar Amount field on all Company/Batch Control Records in this file. **This should always be "0" since we do not accept debit records.**
7. Total amount of all credit transactions. (Equal to the sum of the Total Credit Entry dollar Amount field on all Company/Batch Control Records in this file.)
8. Blanks are mandatory in this field.
If the last block after the Record Type '9' Record is incomplete, then fill the last block with 9's.



CCD+ AND DED CHILD SUPPORT SEGMENT/CONVENTION FOR EMPLOYERS

Element	Comments	Content	Attributes		
			1	2	3
	Segment Identifier	DED	M	ID	3/3
DED01	Application Identifier	CS	M	ID	2/2
DED02	Case Identifier	KPC has twelve digit case numbers, the first two digits being alpha. Do not enter dashes.	M	AN	1/20
DED03	Pay Date	YYMMDD (Date of Withholding)	M	DT	6/6
DED04	Payment Amount	\$\$\$\$\$\$cc	M	N2	1/10
DED05	Non-Custodial Parent SSN	XXXXXXXX (Employee's SSN)	M	AN	9/9
DED06	Medical Support Indicator	Y=Yes; N=No	M	AN	1/1
DED07	Non-Custodial Parent Name	XXXXXXXXXXXX	R	AN	1/10
DED08	FIPS	200003	R	AN	5/7
DED09	Employment Termination Indicator	Y=Yes	R	AN	1/1

Each data element (DEDOX) occupies a specific position within the record segment and is identified by a unique identifier. In constructing the record segment, each data element is preceded by the separator character. **The ACH Network requires that an asterisk (*) be used as the data element separator. Each segment must end with a terminator, which in the ACH Network is a backslash (\).**



DEFINITION OF ELEMENTS:

DED01 Application Identifier - Always enter the fixed value of "CS" in this field. This is a mandatory field.

DED02 Case Identifier - This is the Employee's Kansas Case Identifier. This is a 12 digit mandatory field beginning with the 2 alpha county designator (located on back cover) and terminating with "*" at the end of the court order number.

DED03 Pay Date - This is the date that your company will deduct the support funds from the employee's pay. This date must be equal or prior to the date that the EFT transaction reaches the CT CCSPS. Please note that the date is expressed in this format: Year, Month, and Day. This is a mandatory field.

DED04 Payment Amount - This is the amount that your company is withholding from an employee in compliance with an income withholding notice or order. The decimal point is implied to be the last two positions of the number shown. Do not include a decimal point in this field. This field cannot be zero unless the *Employment Termination Indicator* in DED09 is set to "Y". This is a mandatory field.

DED05 Non-Custodial Parent SSN - This is a nine position field. This is a mandatory field.

DED06 Medical Support Indicator - A "Y" in this field indicates that the employee has family medical coverage available through your company. If there is no medical coverage available through your company, place an "N" in this field. Please note the question is "Does your company offer family medical coverage?" and not "Does the employee have family medical coverage?" This is a mandatory field.

DED07 Non-Custodial Parent Name - This is the employee's name. The format is last name, first name. The length of the field is from one to ten positions long. Do not enter more than ten positions even if you do not have enough room for the full name. Include a comma between the last name and the first name when the last name is less than seven characters. In most cases you will not be able to fit the full name in this field. This is a required field.

DED08 FIPS Code - Enter the fixed value of "2000003" in this field for Kansas Child Support Payments.

DED09 Employment Termination Indicator - Enter "Y" in this field if the employee is no longer employed at your company, or if this is the last pay period that the employee will be employed at your company. Please do not enter "Y" in this field when an employee is laid off or on temporary leave. The only time that the Payment Amount can be zero is when this field is set to "Y". "Y" is the only value that has any meaning in this field. This is a required field if the employee is no longer employed at your company.

The following is an example of the Deduction Data (DED) Segment as used in the Payment Related Information Segment of the Support Payment Addenda Record:

DED *CS*XX1234567890*000124*13547*123456789 *Y*Smith, John*2000003*Y\

DED*application identifier*case identifier*pay date*payment amount*non-custodial parent ssn*medical support indicator*non-custodial parent name*FIPS code*employment termination indicator\. (Note the use of the "*" and "\")



DEFINITION OF ATTRIBUTES:

1. Used to indicate if it's a required field. M = Mandatory vs. O = Optional
2. Used to indicate the data type for the field:

AN = Alphanumeric field. The contents must start from the left most position of the field and continue for the entire length of the field even if you have to leave blank spaces at the end. The exception to this is field DED07, by definition this field can vary in length from one to ten positions.

ID = This field must always have one of the indicated values.

DT = This field is in a Date Format. (YYMMDD).

N = This field can only contain numbers.

N2 = This field is numeric and has two places (cc) to the right of an implied decimal point.

KPC will assume that any value in this field is a positive number. **(DO NOT SEND NEGATIVE ADDENDA RECORDS)** For example, \$124.59 would be shown as 12459, the decimal point is assumed to come before the last two places.

3. Indicates the minimum/maximum use of an element. This specifies the minimum and maximum length of a particular field. For examples, 2/10 indicates this element must be at least two characters, but no more than 10 in length.

NOTE: If a numeric field is fixed in length (the field must always be the same size), the number shown must be right justified (end in the right most position of the field) and be zero filled in front of the number (i.e. In a field that was defined as six positions long, the number 122 would be expressed as 000122).

NOTE: KPC will not allow an employer to remove any funds from the KPC Account via an EFT debit transaction. If your company has sent an overpayment please contact the KPC EFT Specialist at 1-877-729-6367 to resolve the refund issue. Any refunds will be returned to the employer via check.



LIST OF KANSAS COUNTY CODES

<u>County Name</u>	<u>KPC County ID</u>	<u>County Name</u>	<u>KPC County ID</u>	<u>County Name</u>	<u>KPC County ID</u>
ALLEN	AL	GREELEY	GL	OSBORNE	OB
ANDERSON	AN	GREENWOOD	GW	OTTAWA	OT
ATCHISON	AT	HAMILTON	HM	PAWNEE	PN
BARBER	BA	HARPER	HP	PHILLIPS	PL
BARTON	BT	HARVEY	HV	POTTAWATOMIE	PT
BOURBON	BB	HASKELL	HS	PRATT	PR
BROWN	BR	HODGEMAN	HG	RAWLINS	RA
BUTLER	BU	JACKSON	JA	RENO	RN
CHASE	CS	JEFFERSON	JF	REPUBLIC	RP
CHATAUQUA	CQ	JEWELL	JW	RICE	RC
CHEROKEE	CK	JOHNSON	JO	RILEY	RL
CHEYENNE	CN	KEARNEY	KE	ROOKS	RO
CLARK	CA	KINGMAN	KM	RUSH	RH
CLAY	CY	KIOWA	KW	RUSSELL	RS
CLOUD	CD	LABETTE	LB	SALINE	SA
COFFEY	CF	LANE	LE	SCOTT	SC
COMANCHE	CM	LEAVENWORTH	LV	SEDGWICK	SG
COWLEY	CL	LINCOLN	LC	SEWARD	SW
CRAWFORD	CR	LINN	LN	SHAWNEE	SN
DECATUR	DC	LOGAN	LG	SHERIDAN	SD
DICKINSON	DK	LYON	LY	SHERMAN	SH
DONIPHAN	DP	MARION	MN	SMITH	SM
DOUGLAS	DG	MARSHALL	MS	STAFFORD	SF
EDWARDS	ED	MCPHERSON	MP	STANTON	ST
ELK	EK	MEADE	ME	STEVENS	SV
ELLIS	EL	MIAMI	MI	SUMNER	SU
ELLSWORTH	EW	MITCHELL	MC	THOMAS	TH
FINNEY	FI	MONTGOMERY	MG	TREGO	TR
FORD	FO	MORRIS	MR	WABAUNSEE	WB
FRANKLIN	FR	MORTON	MT	WALLACE	WA
GEARY	GE	NEMAHA	NM	WASHINGTON	WS
GOVE	GO	NEOSHO	NO	WICHITA	WH
GRAHAM	GH	NESS	NS	WILSON	WL
GRANT	GT	NORTON	NT	WOODSON	WO
GRAY	GY	OSAGE	OS	WYNDOTTE	WY

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For additional assistance, please call the KPC Customer Service Center at 1-877-729-6367