



MAINE PAID FAMILY  
& MEDICAL LEAVE



## File Formatting Specifications for Electronic Transmittal of Quarterly Wage Reporting



State of Maine,  
Department of Labor  
Paid Family & Medical Leave  
Augusta, Maine

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# General Requirements

This document contains information on the file format that is accepted by the Maine PFML Program for electronic submission of quarterly wage reports. ***Submissions that have missing or incorrect data will not be accepted.***

**ME PFML-1**

Complete A, E, S, T and F records electronically using the Maine PFML program format.

## Acceptable Format

All files submitted through the Maine Paid Leave Portal application must conform to these specifications.

## Submittal

- The electronic transmittal is due by the end of the month following completion of the calendar quarter. For example, reports for the quarter ending March 31, 2025, must be submitted no later than April 30, 2025.
- Transmit the entire return, including the complete (T) Record. Submissions that have missing or incorrect data will not be accepted.

## Use of Agent

- Using the services of a payroll processor can be a convenient and economical way for an employer or non-wage filer to file and pay withholding taxes. However, employers or non-wage filers face certain risks associated with the use of a processor, including possible lack of compliance and the risk of loss of funds that are under the control of the processor. Ultimately, it is the employer or non-wage filer who bears the responsibility for meeting its payroll tax obligations.

## ELECTRONIC FILING REQUIREMENTS

### Basic Requirements

- Data should be uploaded electronically using the Maine Paid Leave specification format.
- Each file must only contain data for Maine Paid Leave.
- Only **ASCII files** (American Standard Code for Information Interchange) will be accepted. Appendix B contains a table of the ASCII Character Set. All character data will be treated as uppercase.
- Compressed files **cannot** be processed.

### Logical Record Length

- Each record must be a uniform length of 290. Logical records **MUST NOT** be prefixed by record descriptor words or block descriptor words.

### Delimiters

- Each record must be terminated by any one of a line feed ('\n'), a carriage return ('\r'), or a carriage return followed immediately by a linefeed.
- The ASCII-1 hexadecimal value for the carriage return is 0D (zero and letter D); the ASCII-1 hexadecimal value for the line feed is 0A (zero and letter A). The ASCII-1 decimal values for the two characters are 13 and 10, respectively.
- **DO NOT** place a record delimiter before the first record of the file.
- **DO NOT** place more than one record delimiter (i.e., more than one carriage return/line-feed combination) following a record.
- **DO NOT** place record delimiters after a field within a record.

## FIELD FORMATS

### Generally

- Record order will be validated and that all required records exist. The first record must be an 'A'(Transmitter) record. The last record must be a 'F'(Final) record. All 'E'(Employer) records must be followed by 'S'(Employee) records unless they indicate a zero return. All 'E' records must have a matching 'T' record indicating the end of that employer's return.
- Alphabetic and alpha-numeric fields (A/N) must be left justified and blank filled.
- Numeric fields (N) must be right justified and zero filled.
- Filler fields are not used by the State of Maine.

### Money Amounts

- Money fields are strictly numeric.
- Include dollars and cents with the decimal point assumed.
- Do not use any punctuation in any money field.
- Negative money amounts are **NOT** allowed.
- Right justify and zero fill all money fields.
- Money fields that are not applicable must be zero filled.

## SSN Formats

- Use the number shown on the original/replacement SSN card.
- Use only numeric characters and omit hyphens.
- May not begin with a 666 or 9
- For 'applied for' SSNs insert zeros, 000000000.

## Name Formats

- The employee name on the Employee (S) Record should agree with the spelling of the name on the individual's social security card.
- Punctuation may be used when appropriate.
- Do not include any titles in the name. Titles make it difficult to determine an individual's name and may prevent properly crediting wage data.

## OTHER FORMATS

- Zip codes must conform to United States Postal Service rules.
- For U.S. zip codes:
  - o Zip code contains 5 numerical digits (example: 04332)
  - o Zip code extension contains hyphens plus an additional 4 digits (example: -1061)
- For Canadian zip codes:
  - o Canadian postal codes are in the format of ANA NAN, where the A is a letter of the alphabet, and N is a digit, with a required space separating the third and fourth characters. An example is K1A 0B1.
  - o Zip code field contains the first 3 characters, space and next character (example: K1A 0).
  - o Zip code extension contains the last two characters (example B1).
- For international zip codes:
  - o International zip codes are not allowed. Enter zeros.
- Telephone numbers:
  - o Numeric only. Omit hyphens and parenthesis (example 2075551212).

## Maine Paid Leave Records – 290 Character

This format consists of five (5) different records as shown.

Transmitter Record	Code A	Identifies the organization submitting the file. <b>Must</b> be the first data record.
Employer Record	Code E	Identifies an employer whose employee wage tax information is being reported. Generate a New Code E record each time it is necessary to change the information in any field on this record.
Employee Record (Individual's Record)	Code S	Used to report wage data for an employee.  A Code S record should follow its related Code E record or it could follow an associated Code S record which in turn follows a related Code E record. Do not generate a Code S record if only spaces or zeros would be entered after the record identifier.
Total Record	Code T	The Code T record contains the total for all Code S records reported since the last Code E record.  A Code T record must be generated for each Code E record (i.e., for each Employer's data reported in a file there must be a total record).
Final Record	Code F	This record indicates the end of the file and <b>MUST</b> be the last data record on each transmittal.  The Code F record must appear only once on each file, after the last Code T record.

# SPECIFICATIONS FOR MAINE PAID LEAVE WAGES REPORTS

## RECORD SPECIFICATIONS 290 Character

### Transmitter (A) Record

Location	Field	Length	Type	Description	Rules
1	Record Identifier	1	A/N	Enter "A"	Must be 'A'
2 – 5	Tax Year	4	N	Enter the 4-digit year for which this report applies.	Must be a valid year between the program start date and the current filing period
6 – 14	Transmitter's Federal Employer ID #	9	N	Transmitter's federal employer ID number.	Must be a valid FEIN format. On the portal, this must match the FEIN of the logged in TPA. Over FTP, this must match a registered TPA.
15 – 18	Taxing Entity Code	4	A/N	Constant "PFML"	Must be 'PFML'
19 - 20	Period Covered	2	N	"03", "06", "09", "12"	Must be one of the four (4) quarters listed. Can only be filed for the current quarter if the reports indicate business closure.
21 – 23	<i>Blank Space</i>	3	--	Leave this space blank.	Must be filled with spaces.
24 – 73	Transmitter Name	50	A/N	Enter the name of the organization submitting the file.	Required text
74 – 113	Transmitter Street Address	40	A/N	Enter the street address of the organization submitting the file.	Required text
114 – 138	Transmitter City	25	A/N	Enter the city of the organization submitting the file.	Required text
139 – 140	Transmitter State	2	A/N	Enter the standard two-character alpha postal abbreviation	Required text
141 – 153	<i>Blank Space</i>	13	--	Leave this space blank.	Must be filled with spaces.

154 – 158	Transmitter ZIP Code	5	A/N	Enter a valid zip code (see Page 4). Alphanumeric.	Required text
159 – 163	Transmitter ZIP Code Extension	5	A/N	Enter the four-digit extension of the US zip code, with hyphen in position 159. For Canadian zip codes, enter last two characters. If not applicable, enter spaces.	Optional text
164 – 193	Transmitter Contact	30	A/N	Name of individual from transmitter organization, who is responsible for the accuracy and completeness of the report.	Required text
194 – 203	Transmitter Contact Telephone Number	10	N	Telephone number at which the transmitter contact can be telephoned. Numeric only. Omit hyphens and parenthesis.	Required 10-digit number
204 – 207	Telephone Extension/Box	4	A/N	Enter transmitter telephone extension or message box.	Optional text
208 – 290	<i>Blank Space</i>	83	--	Leave this space blank.	Must be filled with spaces.



## Employer (E) Record

For each Employer (E) Record in the file, there should be at least one Employee “S” Record, unless the No Worker/No Wages (location 190) is set to 0.

Location	Field	Length	Type	Description	Rules
1	Record Identifier	1	A/N	Enter “E”	Must be 'E'
2 – 5	Tax Year	4	N	Enter year for which this report is being prepared. Numeric only.	Must match the year given in the 'A' record
6 – 14	Employer Federal Employer ID Number	9	N	Enter Federal EIN for the employer. Numeric only. Omit hyphens, prefixes & suffixes.	Must be a valid FEIN format. If they are not registered or have not authorized the TPA, we will accept the file but inform the TPA. There can be no two employer entries with the same FEIN in one file.
15 – 23	<i>Blank Space</i>	9	--	Leave this space blank.	Must be filled with spaces.
24 – 73	Employer Name	50	A/N	Enter the first 50 positions of the employer’s name <b>exactly</b> as the employer is registered with Maine Paid Family Leave.	Required text
74 – 113	Employer Street Address	40	A/N	The street address of the employer.	Required text
114 – 138	Employer City	25	A/N	The city of employer’s mailing address.	Required text
139 – 140	Employer State	2	A	Enter the standard two-character alpha postal abbreviation of the employer’s address.	Required text
141 – 148	<i>Blank Space</i>	8	--	Leave this space blank.	Must be filled with spaces.
149 – 153	Zip Code Extension	5	A/N	Enter four-digit extension of US zip code, with hyphen in position 149. For Canadian zip codes, enter last two characters. If not applicable, enter spaces.	Optional text
154 – 158	Zip Code	5	A/N	Enter a valid zip code (see Page 4). Alphanumeric.	Required text
159 – 166	<i>Blank Space</i>	8	--	Leave this space blank.	Must be filled with spaces.
167 – 170	Taxing Entity Code	4	A/N	Enter “PFML”	Must be 'PFML'
171 – 172	<i>Blank Space</i>	2	--	Leave this space blank.	Must be filled with spaces.
173 – 182	MPL Account Number	10	N	Optional since we will accept unregistered employers in the file.	If the account number is provided it must correspond to the employer’s FEIN. If it is blank, this field is ignored.

183 – 186	Blank Space	4	--	Leave this space blank.	Must be filled with spaces.
187	Amended Return	1	N	"0" indicates that the report is an original report. "1" indicates that the report is an amended report.	If we already have an original return, it must be marked amended. If we do not have an original return, it must be marked original.
188 – 189	Period Covered	2	N	Enter the last month of the calendar quarter to which the report applies. "03" = First quarter "06" = Second quarter "09" = Third quarter "12" = Fourth Quarter	Must be one of the four given periods
190	No Wages	1	N	"0" = Indicates that the E record will not be followed by S, employee records that report wages. "1" = Indicates that the E record <b>will</b> be followed by S, employee records with reported wages.	Must be '0' or '1'. If they enter '0' there must not be any employee records. If they enter '1' there must be employee records following.
191	Did you have at least 15 covered employees for 20 or more weeks between 10/1/<PRIORYEAR> and 9/30<CURRENTYEAR>	1	N	"0" indicates fewer than 15 covered employees. "1" indicates there were 15 covered employees or more.	Must be '0' or '1'. '0' indicates 'No', '1' indicates 'Yes'
192-200	Blank Space	9	--	Leave this space blank.	Must be filled with spaces.
201-230	Employer Contact	30	A	Name of individual contact at employer	Required text
231-260	Employer Email	30	A/N	Contact email address of employer	Required text
261-270	Employer Phone	10	N	Contact phone number of employer	Required text
271-274	Employer Phone Ext.	4	A/N	Contact phone extension of employer	Optional text
275-281	Blank Space	7	--	Leave this space blank.	Must be filled with spaces.
282	Is this your final return?	1	N	"0" indicates that it is not the employer's final return. "1" indicates that this is the employer's final return. A cease date will be required.	Must be '0' or '1'. 0 indicates 'No', 1 indicates 'Yes'
283 - 290	Cease Date	8	N	Cease date of employer activity	Must be an 8 digit number indicating a valid date within the filing period.

## Employee (S) Record

Location	Field	Length	Type	Description	Rules
1	Record Identifier	1	A/N	Enter “S”	Must be 'S'
2 – 10	Social Security Number / ITIN	9	N	Employee’s/Individual’s social security number. If not known, enter zeros. Numeric only. Omit hyphens.	Must be a valid SSN / ITIN. There can be no duplicate IDs for employees under the same employer record, except for multiple ‘applied for’ SSNs.
11 – 30	Employee/Individual Last Name	20	A/N	Enter employee/individual last name. The spelling should agree with the spelling of the name on the individual’s social security card.	Required text. Can not contain numbers or symbols.
31 – 42	Employee/Individual First Name	12	A/N	Enter employee/individual first name. The spelling should agree with the spelling of the name on the individual’s social security card.	Required text. Can not contain numbers or symbols.
43 - 45	Blank Space	3	--	Leave this space blank.	Must be filled with spaces.
46 – 51	Reporting Quarter and Year	6	N	Enter the last month and year for the calendar quarter for which this report applies, e.g. “032013” for January-March of 2013.	Must match the quarter and year given in 'A' record
52 - 63	Blank Space	12	--	Leave this space blank.	Must be filled with spaces.
64 – 77	Total Wages Paid This Quarter	14	N	Quarterly wages paid. Money field*. The sum of amounts entered in this location for all related S records must equal T record locations 27-40 and F record locations 41-55.	Must be numeric, with implied decimal place. Last two digits are cents.
78 – 142	Blank Space	65	--	Leave this space blank.	Must be filled with spaces.
143 – 146	Taxing Entity Code	4	A/N	Enter “PFML”	Must be 'PFML'
147 – 155	Employer's FEIN	9	N	The FEIN of this individual's employer.	Must match the FEIN for the employer and total records surrounding this employee.
156 – 290	Blank Space	135	--	Leave this space blank.	Must be filled with spaces.

## Total (T) Record

Location	Field	Length	Type	Description	Rules
1	Record Identifier	1	A/N	Enter "T"	Must be 'T'
2 – 8	Total Number of S Records	7	N	The total number of "S" records reported. The total number of "S" records since the last "E" record. Numeric only.	Must match the number of 'S' records between this T record and the preceding E record
9 - 12	Taxing Entity Code	4	A/N	Enter "PFML."	Must be 'PFML'
13 - 21	Employer's FEIN	9	N	The employer's FEIN.	Must match the FEIN in the corresponding "E" record.
22 – 26	Blank Space	5	--	Leave this space blank.	Must be filled with spaces.
27 – 40	Total Wages Paid This Quarter.	14	N	Total quarterly wages paid. Sum of all "S" records Location 64 – 77 since the last "E" record. <b>Money field*</b>	Must equal the sum of all employee wages between this T record and the preceding E record.
41 – 290	Blank Space	250	--	Leave this space blank.	Must be filled with spaces.

## Final (F) Record

Location	Field	Length	Type	Description	Rules
1	Record Identifier	1	A/N	Enter "F"	Must be 'F'
2 – 11	Total Number of S Records in File	10	N	The total number of "S" records reported in the entire file. Numeric only. Must agree with the total count of all S records.	Must equal the sum of all 'S' records for all employers.
12 – 21	Total Number of E Records in File	10	N	The total number of "E" records included in the entire file. Numeric only.	Must equal the total number of all 'E' records.
22 – 25	Taxing Entity Code	4	A/N	Enter "PFML"	Must be 'PFML'
26 – 40	Blank Space	15	--	Leave this space blank.	Must be filled with spaces.
41 - 55	Total Wages in File	15	N	Total wages in file. This field must equal total of all S Record Locations 64-77 in the file. <b>Money field*</b> .	Must equal the total wages reported by all employers.
56 – 290	Blank Space	235	--	Leave this space blank.	Must be filled with spaces.

## Error Types

Record Type	Message	Description
General	Line number: X contains a non-alphanumeric character.	The line number x has an non-alphanumeric character in the line of 290 characters. The file should only contain alphanumeric characters.
General	Line number: X contains only Y characters instead of 290	Line number X has Y number of characters where Y is an unexpected amount. Every line in the file should have only 290 characters
General	Line number: X Record Type: Z. Value contains non-alphabetic characters for field Y Input: AAA	The field for Y, found on line number X as part of record type Z contains an unexpected value. The file should only contain alphabetic characters
General	Line number: X. Record Type Z. Numeric value expected for FIELD. Input: AAA	The value for FIELD on line number X as part of record type Z is a non-numeric value of AAA. The value for this field should only be numeric characters
General	Line number: X. Record type: Z. Currency value expected for FIELD. Input: AAA.	The value for FIELD on line number X as part of record type Z is a value of AAA that can not be translated into a currency. The value for this field should contain a currency amount
General	Line number: X. Record type: Z. Date value of MMdyyy expected for FIELD. Input: AAA.	The value for FIELD on line number X as part of record type Z is a value of AAA which does not represent a Date in format MMdyyy
General	Line number: X. Record type: Z. Y characters expected for FIELD. Input: AAA.	The value for FIELD on line number X as part of record type Z is a value of AAA which does not match the expected length of this fields string.
General	Line number: X. Record type: Z. Value expected for FIELD. No input found.	There were no characters found at a location in which FIELD is expected to be found on line number X as part of record type Z
General	Line number: X. Record type: Z White space was expected for field position FIELD.	FIELD represents character positions that are expected to contain blank space on line number X as part of record type Z
General	Line number: X. Unable to determine record type. Input: FIELD.	The value found at FIELD was expected to be a character defining the record type (A, E, S, T, or F). However it was not any of the expected characters
General	File does not contain a record A.	File does not contain a record A.
General	File does not contain a record E.	File does not contain a record E.
General	File does not contain a record S.	File does not contain a record S.
General	File does not contain as many record T as there are record E.	File does not contain as many record T as there are record E.
General	File does not contain a record T.	File does not contain a record T.
General	File does not contain a record F.	File does not contain a record F.
General	The MPL Account Number: FIELD is not valid.	The MPL Account Number listed in the file is not a valid account number in the Maine Paid Leave System.
A	Line number: X. Record type: Z. Tax Year is greater than any current available Tax Year. Input: FIELD.	Line number X as part of record type Z contains a Tax Year that can not be filed for yet. This occurs when the Tax Year listed in the file is greater than the current Tax Year

A	Line number: X. Record type: Z Tax Year is less than 2025. Input: FIELD.	Line number X as part of record type Z contains a Tax Year earlier than 2025. This is invalid as the program has no filing expectations prior to 2025.
A	Line number: X. Record type: Z. Entity Code is not equal to PFML. Input: FIELD.	Line number X as part of record type Z expected entity code should only ever be PFML, but it was FIELD.
A	Line number: X. Record type: Z. Period Covered is invalid. Input: FIELD	Line number X as part of record type Z contains input of FIELD representing an invalid period. Only possible values are 03, 06, 09, and 12.
A	Line number: X. Record type: Z. This username does not have access to file on behalf of the Third-Party Administrator FEIN. Input: FIELD.	Line number X as part of record type Z contains an FEIN of FIELD. This FEIN is not connected to the username attempting to submit this file.
A	Line number: X. Record type: Z. The provided Third-Party Administrator FEIN is not registered. Input: FIELD	Line number X as part of record type Z contains an FEIN of FIELD that is not yet registered in the system.
A	Line number X. File should only contain one record A.	Line number X defines an additional A record when there should only be one contained within the file.
A	Line number: X. Record A should be entered in the beginning of the file.	Line number X was found to have an A record in a spot that was not the first line of the file. A record should always begin the file.
E	Line number: X. Record T is required for the previous record E before adding a new record E.	Line number X was found to define a new E record before a T was provided for the previous E record.
E	Line number: X. Record Type: Z. Employer FEIN has been listed in a previous record E. Input: FIELD	Line number X as part of record type Z contains a Employer FEIN that was listed in a previous record E.
E	Line number: X. Record type: Z. Tax Year does not match the Tax Year listed in record A. Input: FIELD	Line number X as part of record type Z contains a Tax Year that does not match the tax year provided in the files A record.
E	Line number: X. Record type: Z. Tax Year is less than 2025. Input: FIELD	Line number X as part of record type Z contains a tax year that is less than 2025.
E	Line number: X. Record type: Z. Entity Code is not equal to PFML. Input: FIELD	Line number X as part of record type Z expected entity code should only ever be PFML, but it was FIELD.
E	Line number: X. Record type: Z. Invalid value for Amended Return. Input: FIELD	Line number X as part of record type Z expects a value of either 1 or 0 but it was FIELD.
E	Line number: X. Record type: Z. Quarter does not match the quarter listed in Record A. Input: FIELD	Line number X as part of record type Z lists a quarter of FIELD which does not match the quarter listed in the A record.
E	Line number: X. Record type: Z. Quarter is invalid. Input: FIELD.	Line number X as part of record type Z contains a quarter input which is not a valid value. It should be either 03, 06, 09, or 12, but it was FIELD.
E	Line number: X. Record type: Z. Invalid value for No Wage. Input: FIELD.	Line number X as part of record type Z contains an invalid value for No Wage. It should be either 1 or 0 but it was FIELD.
E	Line number: X. Record type: Z. Invalid value for Over 15 Employees. Input: FIELD.	Line number X as part of record type Z contains an invalid value for Over 15 Employees. It should be either 1 or 0 but it was FIELD.
E	Line number: X. Record type: Z. Invalid value for Final Return. Input: FIELD.	Line number X as part of record type Z contains and invalid value for Final Return. It should be either 1 or 0 but it was FIELD.

E	Line number: X. Record type: Z. Cease Date not within Period Covered. Input: FIELD	Line number X as part of record type Z contains a date of FIELD that represents a date not covered within the corresponding Period. Cease Date must exist within the Period.
E	Line number: X. Record type: Z. Cease Date was given but Final Return not marked true.	Line number X as part of record type Z provides a Cease Date, however this E record did not provide a 1 value for the Final Return field.
E	Line number: X. Record type: Z. Final Return marked as true but no Cease Date was given. Input: FIELD	Line number X as part of record type Z provides an input of FIELD. This E record provided a 1 for the Final Return field but did not supply a Cease Date.
S	Line number: X. Record type: Z. No preceding record E found.	Line number X as part of record type Z defines an S record without an E record defined before it.
S	Line number: X. Record type: Z. Invalid record based on No Wages reported in record E	Line number X as part of record type Z defines an S record, however the preceding E record listed No Wages.
S	Line number: X. Record Type: Z. Employee Identification already listed in the same record E.	Line number X as part of record type Z defines an S record with an employee identification number that was listed in a prior S record.
S	Line number: X. Record type: Z. Quarter does not match the quarter listed in Record A. Input: FIELD.	Line number X as part of record type Z lists a quarter of FIELD which does not match the quarter listed in the A record.
S	Line number: X. Record type: Z. Quarter is invalid. Input: FIELD.	Line number X as part of record type Z contains a Quarter input which is not a valid value. It should be either 03, 06, 09, or 12, but it was FIELD.
S	Line number: X. Record type: Z. Tax year does not match the tax year listed in Record A. Input: FIELD	Line number X as part of record type Z contains a Tax Year that does not match the tax year provided in the files A record.
S	Line number: X. Record type: Z. Tax year is less than 2025. Input: FIELD.	Line number X as part of record type Z contains a tax year that is less than 2025.
S	Line number: X. Record type: Z. Entity Code is not equal to PFML. Input:FIELD.	Line number X as part of record type Z expected entity code should only ever be PFML, but it was FIELD.
S	Line number: X. Record type: Z. Employer FEIN does not match the FEIN in parent record E. Input: FIELD	Line number X as part of record type Z contains a FEIN input of FIELD which does not match the FEIN listed in the preceding E record.
T	Line number: X. A Record E was not found before this Record T.	Line number X defines a T record without any preceding E record.
T	Line number: X. Record type: Z. Total number of employer S records reported. Actual: Y. Input: FIELD	Line number X as part of record type Z contains an incorrect count of S records. The actual count of S records found for this E record is S, but this line supplied a count of FIELD.
T	Line number: X. Record type: Z. Entity Code is not equal to PFML. Input: FIELD	Line number X as part of record type Z expected entity code should only ever be PFML, but it was FIELD.
T	Line number: X. Record type: Z. Employer FEIN does not match the parent employer record E. Input: FIELD	Line number X as part of record type Z defines a T record with an employee identification number that was listed in the preceding E record.
T	Line number: X. Record type: Z. Total employer wages for the quarter does not match the sum of record S's. Actual: W. Input: FIELD	Line number X as part of record type Z contains a T record with an unexpected sum of preceding S records. The actual sum found for this E record is W, but FIELD was supplied as the sum.

<b>T</b>	Line number: X. Record type: Z. More than one Record T reported for the parent employer Record E.	Line number X as part of record type Z defines an unexpected T record. There should only be one T record for every E record and multiple were found.
<b>T</b>	Line number: X. Record type: Z. Zero employee Record S reported with wage/workers reported for the parent employer Record S.	Line number X as part of record type Z found a T record listing zero preceeding S records, however, the No Wage value was not 1 on coresponding E record.
<b>F</b>	Line number: X. A record A, E, and T must exists before a record F can be recorded.	Line number X defines an F record before an A, E and T record were defined.
<b>F</b>	Line number: X. Record type: Z. Total Number of S Records does not match the overall count of S records. Actual: Y. Input: FIELD	Line number X as part of record type Z defines an F record containing an unexpected total count of S records. This value should correspond to the total amount of S records reported in the file which was Y, but the reported value was FIELD .
<b>F</b>	Line number: X. Record type: Z. Total Number of E Records does not match the overall count of E records. Actual: Y. Input: FIELD	Line number X as part of record type Z defines an F record containing an unexpected total count of E records. This value should correspond to the total amount of E records reported in the file which was Y, but the reported value was FIELD .
<b>F</b>	Line number: X. Record type: Z. Entity Code is not equal to PFML. Input: FIELD	Line number X as part of record type Z expected entity code should only ever be PFML, but it was FIELD.
<b>F</b>	Line number: X. Record type: Z. The Total Gross Reportable Wages does not match the sum of the wages in record T's. Actual: W. Input: FIELD	Line number X as part of record type Z contains an unexpected amount for file Total Gross Reportable Wages. This amount should be equal to the sum of wages in T record which was W, but the reported amount was FIELD.
<b>F</b>	Line number: X. File should only contain one record F.	Line number X defined an F record that was unexpected. The file should only contain one record F.

## Warning Types

<b>General</b>	This username does not have access to file on behalf of the Employer FEIN: FIELD.	The username that submitted this file does not have connected access to the Employer listed on the file with FEIN FIELD for the Maine Paid Leave System.
<b>General</b>	The Employer FEIN: FEILD is not registered with Maine Paid Leave.	The employer listed in the file with FEIN FIELD is not yet registered in the Maine Paid Leave System



## Appendix A - FIPS Codes & Canadian Postal Codes

Federal Information Processing Standard (FIPS 5-2) Postal Abbreviations and Numeric Codes and Canadian postal codes.					
State	Abbreviation	Numeric Code	State	Abbreviation	Numeric Code
Alabama	AL	01	Montana	MT	30
Alaska	AK	02	Nebraska	NE	31
Arizona	AZ	04	Nevada	NV	32
Arkansas	AR	05	New Hampshire	NH	33
California	CA	06	New Jersey	NJ	34
Colorado	CO	08	New Mexico	NM	35
Connecticut	CT	09	New York	NY	36
Delaware	DE	10	North Carolina	NC	37
Dist. of Columbia	DC	11	North Dakota	ND	38
Florida	FL	12	Ohio	OH	39
Georgia	GA	13	Oklahoma	OK	40
Hawaii	HI	15	Oregon	OR	41
Idaho	ID	16	Pennsylvania	PA	42
Illinois	IL	17	Rhode Island	RI	44
Indiana	IN	18	South Carolina	SC	45
Iowa	IA	19	South Dakota	SD	46
Kansas	KS	20	Tennessee	TN	47
Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
<b>Maine</b>	<b>ME</b>	<b>23</b>	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Washington	WA	53
Michigan	MI	26	West Virginia	WV	54
Minnesota	MN	27	Wisconsin	WI	55
Mississippi	MS	28	Wyoming	WY	56
Missouri	MO	29			

### Alpha Abbreviation

Canadian Provinces	
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland & Labrador	NL
Nova Scotia	NS
NW Territories	NT
Nunavut	NU
Ontario	ON
Prince Edward Is	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT

## Appendix B - Acceptable ASCII-1 Character Set

The following chart contains the character set that can be directly read or translated. The translations are shown character for character; i.e., unpacked. The chart does not show every character, just the most commonly used ones. See [www.lookuptables.com](http://www.lookuptables.com).

Char	Hex	Dec
+O		
A	65	41
B	66	42
C	67	43
D	68	44
E	69	45
F	70	46
G	71	47
H	72	48
I	73	49
J	74	4A
K	75	4B
L	76	4C
M	77	4D
N	78	4E
O	79	4F
P	80	50
Q	81	51
R	82	52
S	83	53
T	84	54
U	85	55
V	86	56
W	87	57
X	88	58
Y	89	59
Z	90	5A
0	48	30
1	49	31
2	50	32
3	51	33
4	52	34
5	53	35
6	54	36

7	55	37
8	56	38
9	57	39
Blank	32	20

- (Hyphen)	39	27
' (Apostrophe)	45	2D
CR (carriage return)	0D	13
FL (NL line feed)	0A	10

## Appendix C – Glossary

<b>ASCII (American Standard Code for Information Interchange)</b>	The acceptable character set (See Appendix B) used for electronic processing of data.
<b>Byte</b>	A computer unit of measure; one byte contains eight bits and can store one character.
<b>Character</b>	A letter, number or punctuation symbol.
<b>Character Set</b>	A group of unique electronic definitions for all letters, number and punctuation symbols; example: ASCII.
<b>Decimal Value</b>	A character's equivalent in a numbering system using base 10.
<b>Federal Employer Identification Number (FEIN)</b>	A nine-digit number assigned by the IRS to an organization for federal tax reporting purposes. This number never begins with '69'.
<b>Hexadecimal</b>	A numbering system using base 16 rather than base 10.
<b>Logical Record</b>	For the purpose of these specifications, 290 bytes.
<b>Octal</b>	A numbering system using base 8 rather than base 10.
<b>Recording Code</b>	Same as CHARACTER SET.
<b>Transmitter</b>	Person, organization, or reporting agent submitting an electronic file.

## Appendix D - Maine Paid Family Medical Leave File Upload Edits for Quarterly Returns

Below is a partial list and description of system edits that may cause file validation errors. The edits are subject to change and additional edits may be employed if needed.

1. All numeric fields must contain a numeric value or be filled with zeros. If a numeric field is left blank, the file will not pass validation. For example, if field location 194-203 on the A record (transmitter phone number) is left blank, the file will reject.
2. E record, column 191 will only be evaluated in Q3 each year.
3. S Record, column 64-77. Wages are calculated in the same manner as Maine unemployment. Report all wages, including those that exceed the Social Security contribution and benefit base.
4. Errors will prevent files from validating.
5. Warnings: if more than 50% of the employers (E Records) in your file are unregistered, or not connected to this web logon, and this count exceeds 100, you will not be allowed to submit this file for processing.