



**Spending Account Deposit Input Specifications
FORMAT SPECIFICATIONS
Ver. 1.0**

FOR Hssa or Wellness benefits

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Sudbury, Ontario

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FILE FORMATS

Requirements :

1. File Types:
 - * **.TXT** – text format
 - * **.XLS** – excel format
2. The File should be encrypted and password protected.
3. Files can be E-Mailed to Claimsecure at:
 - **groupadmin@claimsecure.com**

FORMATTING LEGEND:

- RJLZ = Right justified and left zero filled
- LJRS = Left justified and space filled on right
- CC = Century, first two (2) digits of the year
- YY = Last two (2) digits of the year
- MM = Month, two (2) digits from 01 to 12
- DD = Day of month
- DATE = CCYYMMDD = Century, Year, Month, Day e.g. 19840131
- X = Any character or space
- 9 = Any digit 0 to 9
 - Numeric values which contain decimal positions will be represented as follows:
Regular Deposit Amount = 00107150 → equivalent to \$1071.50

NOTE:

- **Upper Case Characters are required in all fields**
- **All fields indicated with an * are mandatory**

FIELD	FORMAT	LENGTH	START POSITION	DESCRIPTION
1. * Group Number	9	10	1	RJLZ
2. * Certificate ID Number	X	10	11	RJLZ Member's Certificate Number
3. Surname	X	40	21	RJ Member's Surname
4. First Name	9	20	61	RJ Member's First Name
5. * Regular Deposit Effective Date	9	8	81	CCYMMDD
6. * Regular Deposit Amount	9	8	89	Spending account deposit
7. Carry Forward Deposit Effective Date	9	8	97	CCYMMDD Should be at least one year prior to regular deposit effective date
8. Carry Forward Amount	9	8	105	Carry forward spending account deposit
9. Forfeited Deposit Effective Date	9	8	113	CCYMMDD Should be at least one year prior to carry forward deposit effective date
10. Forfeited Amount	9	8	121	Forfeited spending account deposit
11. Hssa / Wellness Indicator	X	1	129	Blank and 1 = Hssa 2 = Wellness
12. Hssa / Wellness Indicator description	X	10	130	May represent a number dependent on the indicator selected in field 9

Carry forward and forfeited amounts will only be updated on the "INITIAL" load of an HSSA or Wellness benefit.

Regular deposit effective date – on initial load is equal to the HSSA or Wellness benefit effective date or member's effective date if after benefit effective date.