



National Bond and Trust

Master File Layout Requirements

Employee Information:	Starting Position	Length
*Employee Number (SSN)	1	12
Last Name	13	20
First Name	33	20
Code	53	12
*Soc Sec Num	65	9
Street 1	74	35
Street 2	109	30
City	139	25
State	164	2
Zip Code	166	9
*Pays Per Year	175	2
*Deduction Amount	177	12

Bond Inscription Information:

Owner Name ¹	189	40
*Owner Soc Sec Num	229	9
Bond Street 1 ²	238	35
Bond Street 2 ²	273	30
Bond City ²	303	25
Bond State ²	328	2
Bond Zip Code ²	330	9
**Co-Own/Ben Code (C/B/X)	339	1
Co-Own/Ben Name ¹	340	30
Space Filler	370	9
*Bond Denomination	379	4
***Bond Series	383	1
*Balance on Account	384	12

Total Record Length 395 bytes

- * Right justify, zero or space fill, employee number will be the employee's social security number in most cases.
- ** Co-Own/Ben Code C: Co-Owner or "OR" B: Beneficiary or "POD" X: no Co-Owner or Beneficiary
If you do not have a Co-Own/Ben Name, the code MUST be X
- *** Bond Series E: Series EE I: Series I
- 1 Must be in format First Last
- 2 Must be filled in, even is it is the same as employees address