

**National Finance Center
Front-End System Interface (FESI)
City Income Tax Certificate Doc Type (150)**

Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
DOCUMENT-TYPE	A3	1	3	The type of document being processed.	M	Three position numeric field. For this document the value is "150".	
AGCY-CODE	A2	4	5	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	For a list of valid values, see TMGT, Table 023, Agency/Bureau.	
SUBMITTING-OFFICE-NUMBER	A4	6	9	An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel data.	M	For a list of valid values, see TMGT, Table 001, Personnel Office Identifier and Address.	
BATCH-NO-PERSONNEL	A4	10	13	Number assigned to documents by the personnel office to identify different batches of documents.	M	66XX – the document remains in suspense until corrective is taken. 67XX – the document remains in suspense for one pass and coded for deletion unless some positive action is taken.	
SSNO	A9	14	22	A unique nine digit number assigned by the Social Security Administration.	M		
FILLER	A1	23	23	Unused field	M	SPACES	
PAY-PERIOD-NUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27	
FILLER	A30	26	55	Unused field	M	SPACES	
USER-ID	A7	56	62	The user identification of the employee entering the data.	M		
DEPARTMENT-CODE	A2	63	64	Identifies the department of the U.S. government.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	

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FILLER	A42	65	106	Unused field.	M	SPACES	
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O		
UEID	A20	122	141	A unique employee ID (for future OPM use).			
FESI-DOC-EFF-CN	A2	142	143	The effective century of the document.	M	Two position numeric field	
FESI-DOC-EFF-YR	A2	144	145	The effective year of the document.	M	Two position numeric field	
FILLER	A5	146	150	Unused field.	M	SPACES	
CITY-TAX-EXTRA-DEDUCTIONS	A5	1519	155	The amount in dollars and cents to be withheld in addition to the computed amount in accordance with the tax formula.	O	Dollars and cents. If not applicable, enter spaces.	
CITY-TAX-STATE-CODE	A2	156	157	The state code for which city taxes are to be withheld.	M	For a list of valid values, see TMGT, Table 015, State Code and Zip Range. For APO and FPO addresses, type 91 for America; 92 for Europe; 93 for Pacific and 98 for other foreign areas. State code on tax document and duty station must agree to begin tax deductions.	
CITY-TAX-CITY-CODE	A4	158	161	The city code for the city tax to be deducted.	M	For a list of valid values, see TMGT, Table 007, City Tax, City Name and Address. For APO addresses enter 0001; for FPO addresses enter 0002. City code on tax document and	

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						duty station must agree to begin tax deductions.	
CITY-TAX-INDICATOR	A1	162	162	Indicates if a city tax form has been received and, if so, whether or not the employee is a resident or non-resident of the city for city income tax purposes.	M	One position numeric field. Valid values are: 1 = the employee resides in the city where employed 2 = the employee is a nonresident of the duty station.	
CITY-TAX-NO-EXEMPTIONS	A3	163	165	The number of exemptions claimed by the employee for the city income tax purposes.	M	Three position alphanumeric field. Total Number of Allowances Claimed must be 00 except for cities in Michigan and New York, and Philadelphia, PA. (Space) XT indicates exemption from city taxes.	
CITY-TAX-PERCENT	A2	166	167	The percentage of time spent outside the city if the employee performs 25 percent or more of the work outside the duty station city. This field is used to reduce the amount of city tax calculated.	O	Two position numeric field. If not applicable, enter spaces.	
FILLER	A3283	168	3450	Unused field.	M	SPACES	