Sort Order Field Name	Data Type	Heading on Return File	Required Field	Field Description	Comments
1 Controlled Group Code	bigint	CGID	Required	Unique client code provided by the Vendor at onset of Implementation	
2 Source Code	varchar(30)	SOURCE	Required	The Vendor will provide a stock value identifying the provider of the file. The provider will supply that value on all future files	For example, from a COBRA administrator, health plan administrator, etc. Will identify the sources when an individual is reported on multiple files. Enables reconciliation of the records and identify if/when a duplicate record. Recommend different source codes for different populations, even if both populations are in the same system (e.g., Active employee enrollments vs Cobra enrollments).
3 Responsible Individual SSN	char(9)	RISSN	Required	Unmasked, full SSN is required. No substitutions. No dashes or special characters. Leading zero(s) required.	This would be the employee in the payroll data file, or the primary insured if not an employee. The SSN is treated as the key. If enrollment is in a retiree medical plan, this is the retiree (if living) regardless of the retiree's Medicare eligibility. If the retiree is deceased for the entire calendar year, this is the non-Medicare eligible surviving dependent.
4 Responsible Individual First Name	nvarchar(50)	RIFNAME	Required	Responsible individual's first name	
5 Responsible Individual Middle Name	nvarchar(50)	RIMNAME	Optional	Responsible individual's middle name	
6 Responsible Individual Last Name	nvarchar(50)	RILNAME	Required	Responsible individual's last name	
7 Responsible Individual Type	bit(1)	INDTYPE	Required	1 if Employee 0 if Other	Please enter a 1 or a 0. If an active employee enter 1, if enrolled as a non-employee (COBRA, retiree, etc.) enter 0. This value should be as of the date the file is generated. If previous field Sort Order 7, INDTYPE is provided as a 1 for employee, this field should be blank.
8 Non-Employee Description	char(3)	NEDESC	Required	COBRA (COB) Retiree (RET) Spouse (SPO) Child (CHI) Dependent (DEP) Student (STU) Domestic Partner (DOM) Parent (PAR) Other (OTH)	If the previous field is a 0, please indicate the non-employee description with the code listed in the legend (see field G8). (Example: If the responsible individual type is 'Other' and a 0 is listed, this field would be populated with a non-employee description such as 'RET' for Retiree. This field provides additional information that will be helpful in validating the final forms.
9 Responsible Individual Home Address 1	nvarchar(100)	HOME1	Required	Responsible individual's home address	Updated with each payroll file. Home or Mailing Address. Note: The IRS AIR system only accepts address fields of 35 characters or less. Taxport will truncate addresses longer than 35 characters.

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#	Field	Type	Code	Req	Description	Notes
10	Responsible Individual Home Address 2	nvarchar(100)	HOME2	Optional	Responsible individual's home address	
11	Responsible Individual Home City	nvarchar(100)	CITY	Required	Responsible individual's home city	Updated with each Enrollment file. Home or Mailing Address.
12	Responsible Individual Home State	char(2)	STATE	Required	Responsible individual's home state	Updated with each Enrollment file. Home or Mailing Address.
13	Responsible Individual Home Postal Code	varchar(10)	ZCODE	Required	Responsible individual's home postal code	Updated with each Enrollment file. Home or Mailing Address.
14	Responsible Individual Home Country Cod	char(2)	COUNTRY	Required	Responsible individual's home country code	Updated with each Enrollment file. Home or Mailing Address.
15	Covered Individual Relationship	char(3)	CIREL	Required	Self (SEL) Spouse (SPO) Domestic Partner (DOM) Child (CHI) Parent (PAR) Other (OTH) Note: Record will be rejected if field is left blank.	If a responsible individual is also a covered individual, must use the relationship code of "self", for all other the Client can choose to use each code in the way that works best for them (e.g., put domestic partners into spouse). This field is offered to assist with validation of the reporting at year-end. match the RISSN field on the Responsible Individual's data row. If this is not available, this field may be passed as a null if the SSN is not available if the date of birth is provided. (see line 20).
16	Covered Individual SSN	char(9)	CISSN	Required	Provide the SSN of the covered individual	
17	Covered Individual First Name	nvarchar(50)	CIFNAME	Required	Covered individual's first name	If Responsible Individual is also enrolled, this field must match the RIFNAME field on the Responsible Individual's
18	Covered Individual Middle Name	nvarchar(50)	CIMNAME	Required	Covered individual's middle name	
19	Covered Individual Last Name	nvarchar(50)	CILNAME	Required	Covered individual's last name	If Responsible Individual is also enrolled, this field must match the RILNAME field on the Responsible Individual's
20	Covered Individual Date of Birth	date	CIDOB	Required	Covered individual's date of birth	Required if no SSN is available If a name correction were to be reported, the Vendor would need to know which individual to apply it to.
21	Covered Individual Sequence Code	varchar(100)	CISEQCODE	Required	Required for all covered individuals.	Employer selects appropriate coding, e.g. could be the sequence code assigned by the benefits administration system or other unique identifier. Note: This sequence code is unique to the responsible individual and cannot change.
22	Calendar Year Reporting	bigint	PCY	Required	Calendar year record applies to.	Example: Enter 2015 or 2016
23	January Enrollment	tinyint	EJAN	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.

	Field	Type	Code	Required	Description	Notes
24	February Enrollment	tinyint	EFEB	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
25	March Enrollment	tinyint	EMAR	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
26	April Enrollment	tinyint	EAPR	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
27	May Enrollment	tinyint	EMAY	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
28	June Enrollment	tinyint	EJUN	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
29	July Enrollment	tinyint	EJUL	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.

30	August Enrollment	tinyint	EAUG	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
31	September Enrollment	tinyint	ESEP	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
32	October Enrollment	tinyint	EOCT	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
33	November Enrollment	tinyint	ENOV	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
34	December Enrollment	tinyint	EDEC	Required	Enter 1 if enrolled in a self-insured plan Enter 2 if enrolled in an insured plan Enter 0 for months not enrolled or if previously reported in the calendar year as enrolled and is not enrolled for this month	For months prior to employee's hire date, rehire date, or after termination, enter 0 to indicate not enrolled for the month. Only prior months should be reported. All future months should remain null. For retiree/retiree surviving dependent(s), only report 1 or 2 when the covered individual is not Medicare eligible for the month.
35	Distribution Grouping	varchar(100)	DISTGRP	Optional	This field has been retired. Field should remain null.	This is optional. Should client be planning to use different distribution methods by different groupings of employees, or will distribute at work sites, this field will provide the information necessary to complete the sorting. May also be used for form validation.
36	File Generation Date	datetime	FILEGENTS	Required	Date of file generation; Used to indicate newest information	