NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF EMPLOYMENT SECURITY
POST OFFICE BOX 26504
RALEIGH, NC 27611-6504

SPECIFICATIONS FOR AUTOMATED ACCOUNT NUMBER VERIFICATION PROGRAM

The Division of Employment Security (DES) provides an account number verification service to agents who service multiple employer accounts. This is an automated process whereby the agent provides a text file of Employer's Federal Identification Number (FEIN) in a specified format. The file should be attached to an e-mail and sent to the address below.

The file will be processed and returned in a password protected Excel spreadsheet. In the near future, we plan to offer this verification via a self-serve web service.

The specifications for the file to be prepared by the agent to request account number verification:

Type: ASCII Text
Name: FEINLKUP.TXT
Record Length: 80 Characters

Record layout for the FEINLKUP.TXT file:

FIELD NAME	START POSITION	LENGTH	TYPE
FEIN	1	9	Numeric
Filler	10	71	Spaces

The returned spreadsheet lists the FEIN, State reporting number, employer name, trade name, mailing address, tax rates for all four quarters of the current calendar year, the status of the account and related status date and remarks relative to the status of the account or results of the search. Multiple entries for an FEIN may be returned if we have multiple accounts using the same FEIN.

Contact Information for submitting account number verification files:

Employer Call Center
Division of Employment Security
PO Box 26504
Raleigh, NC 27611-6504
Telephone: (919) 707-1150 or Toll Free: 866-278-3822

e-mail: des.tax.customerservice@nccommerce.com