



National Insurance Corporation

Format of the C3 data file

```
123464PETERS*****ALAN*****FO5.00100.0022241234655664200307
124922JOHN*****BRIAN*****WK1.00200.0022245678*****
145264FORD*****TODD*****MN4.33125.0022241910*****
176452MONDESIR*****JENNIFER*****BM3.00059.5522245410*****
215586WHITE*****MARY*****FO2.00009.4522241910*494.00*****
```

Where

123464	represents the employee NIC number	(6 characters)
PETERS	represents the employee surname	(20 characters)
ALAN	represents the employee first name	(15 characters)
FO	represents the pay period in this case Fortnightly	(2 characters)
5.00	represents the number of weeks the person worked	(4 characters)
100.00	represents the contribution for the employee i.e. 10% of salary (insurable earnings)	(6 characters)
2224	represents occupation code	(4 characters)
1234	represents the wage code	(4 characters)
655664	represents the employer registration number	(6 characters)
2003	represents the year	(4 characters)
07	represents the month	(2 characters)
*	represents the space character	

The grand total contributions (in this case \$494.00) must be included on the last line, one space after the last employee's occupation description. The records should be listed in increasing N.I.C. numbers. Every employee should have an N.I.C (Social Security) number between 111000 and 275000

The file should be named NIXXXYY.ZZ where:

NI stands for NIC, XXXX is your identifier, which NIC will provide, YY represents the year, e.g. 03 for 2003

ZZ represents the month, e.g. 07 for July. This ASCII file should preferably be presented on a 3.5" floppy diskette.

N.I.C Information Systems Dept. Tel: (758) 452-7667