

Each header record must have a corresponding trailer record. The file submission date supplied on the header record must match the date supplied on the corresponding file trailer record. Each trailer record must contain the proper count of detail records. **Do not include the header and trailer records in these counts.** If the trailer record contains invalid counts, your entire file will be rejected.

3.2 Data Format Standards

The following table defines the formatting standard for each data type found in the Section 111 files, both input and response. **These standards apply unless otherwise noted in specific file layouts.**

Table 3-1: Data Format Standards

DataType	Formatting Standard	Examples
Numeric	Zero through nine (0—9) Right justified. Padded with leading zeroes. Do not include decimal point. See individual field descriptions for any assumed decimal places. Default to all zeroes unless otherwise specified in the record layouts. Note: the last two positions of dollar amount fields reflect cents. For example, in an 11 byte numeric field specified as a dollar amount, an amount of 10,000 (ten thousand) dollars and no cents must be submitted as “0000100000.”	Numeric (5): “12345” Numeric (5): “00045”
Alphabetic	A through Z. Left justified. Non-populated bytes padded with spaces. Alphabetic characters sent in lower case will be converted and returned in upper case. Default to all spaces unless otherwise specified in the record layouts. Embedded hyphens (dashes), apostrophes and spaces will be accepted in alphabetic last name fields. First name fields may only contain letters and spaces.	Alpha (12): “TEST EXAMPLE” Alpha (12): “EXAMPLE” Alpha (12): “SMITH-JONES “ Alpha (12): “O’CONNOR”

DataType	Formatting Standard	Examples
Alphanumeric	<p>A through Z (all alpha) + 0 through 9 (all numeric) + special characters:</p> <p>Comma (,)</p> <p>Ampersand (&)</p> <p>Space ()</p> <p>Hyphen/Dash (-)</p> <p>Period (.)</p> <p>Single quote (‘)</p> <p>Colon (:)</p> <p>Semicolon (;)</p> <p>Number (#)</p> <p>Forward slash (/)</p> <p>At sign (@)</p> <p>Left justified</p> <p>Non-populated bytes padded with spaces</p> <p>Alphabetic characters sent in lower case will be converted and returned in upper case.</p> <p>Default to all spaces unless otherwise specified in the record layouts.</p> <p>Parentheses () are not accepted.</p>	<p>Text (8): “AB55823D”</p> <p>Text (8): “XX299Y”</p> <p>Text (18): “ADDRESS@DOMAIN.COM”</p> <p>Text (12): “ 800-555-1234”</p> <p>Text (12): “#34 “</p>
Alphanumeric Plus Parens	Same as above but including Parentheses ()	“Department Name (DN)”
Numeric Date	<p>Zero through nine (0—9) formatted as CCYYMMDD. No slashes or hyphens.</p> <p>Default to zeroes unless otherwise specified in the file layouts (no spaces are permitted).</p>	<p>A date of March 25, 2011 would be formatted as “20110325”</p> <p>Open ended date: “00000000”</p>
Reserved for Future Use	Populate with spaces. Fields defined with this field type may not be used by the RRE for any purpose. They must contain spaces.	-