

## New Group/Mass Add File Layout Specifications

Field Name	Maximum Field Length	Format and Field List Information	Other Notes
Employee SSN	11	999999999 or 999-99-9999	
First Name	20		
Middle Initial	1		
Last Name	30		
Address Line 1	35		
Address Line 2	35		
City	20		
State	2	Upper Case	
Zip Code	10	99999-9999 or 99999	
Country	2	Upper Case-only if a participant resides outside of the U.S.	
Gender	1	M=Male, F=Female	
Marital Status	1	M=Married, S=Single, D=Divorced, W=Widowed	
Birth Date	10	MM/DD/YYYY	
Participation Date	10	MM/DD/YYYY-used for online and automatic enrollment	Date participant is allowed to start in the 401k Plan
Eligibility Indicator	1	Y or N-used for online and automatic enrollment	
Company Division	10		Required only if the plan is divisional
Hire Date	10	MM/DD/YYYY	
Termination Date	10	MM/DD/YYYY	
Re-Hire Date	10	MM/DD/YYYY	
Pre-tax Contribution Election Percent	4	99.9	Only one percent or one amount should be provided for each individual employee
Pre-tax Contribution Election Amount	8	99999.99	
After-tax Contribution Election Percent	4	99.9	Only one percent or one amount should be provided for each individual employee
After-tax Contribution Election Amount	8	99999.99	

### **Other Important Notes**

- \*All employees employed during the plan year need to be included. Terminated employees may be removed from the file following plan year end.
  - \*The file needs to be in an ASCII (text) format.
  - \*The file name and format need to remain constant.
  - \*For assistance please call the 401(k) Technical Helpline at (800) 866-5544.
  - \*\*\*Any participant added through this process will be invested in your plans default fund or in the Maxim Money Market fund if no default fund has been selected.
- Exceptions to this will need to be handled on a case by case basis.