PDI, No Contributions
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	
Payroll Date	10	MM/DD/YYYY	
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
Pre-tax Contribution Election Amount	8	99999.99	for each individual employee
After-tax Contribution Election Percent	4	99.9	Only one percent or one amount should be provided
After-tax Contribution Election Amount	8	99999.99	for each individual employee
Plan Year to Date Hours Worked	10	99999.99	Cannot be in-period hours
Plan Year to Date Plan Compensation	10	99999.99	Cannot be in-period compensation
Plan Year to Date Total Compensation	10	99999.99	Cannot be in-period compensation

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.