**Valmark Financial Group, LLC Salary Savings Plan**

**SRPS Plan ID: ‘VFG’**

**Payroll File Specifications**

* The file must include all employees;

# Do not exclude non participating employees;

Any Current Year terminated employees must remain on file until Plan Year-End;

Any Prior Year terminated employees should be removed from the payroll file;

* The file must contain one data record per employee
* Schwab requires that a Control Total and a Wire accompany every payroll file received.
* Files can be transmitted securely via the website or SFTP
* Files can be Fixed Length (text files in ASCII Format), Delimited (tab, comma, etc.) or Excel

Type N = Numeric

Type X = Alphanumeric

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Description** | **Length** | **Range** | | | **Type** | Comments | What this field does – Ulti notes |
| 1 | Record ID | 3 | 1 – 3 |  |  | X | Hardcode “100” | 100 reads as a record that needs processed and a 101 is a footer or header record. |
| 2 | Plan ID | 3 | 4 – 6 |  |  | X | Schwab Assigned Value = **VFG**  Left Justified | Schwab’s identifier |
| 3 | Social Security Number | 11 | 7 – 17 |  |  | N | With Dashes (123-45-6789) | Employee’s account number on Schwab’s system. **Very important that bogus and inaccurate SS#s be omitted.** |
| 4 | Name | 32 | 18 – 49 |  |  | X | All Capitals  Last Name (Suffixes should be included  after the last name, ex. SMITH JR), No Commas, include dash if hyphenated | Last Name space First Name space Middle Initial |
| 5 | Contribution Source 1 | 12 | 50 – 61 |  |  | N | Schwab Assigned Source =  ***Employee 401(k) Contribution***  No decimal point; Two decimal places  Leading minus sign for negatives;  No non-numeric characters; Right  justified; Leading zeros  ok to include negative amounts | The amount to be processed into  participant’s account.  Ded codes – 401BF, 401BP, 401CF, 401CP, 401F, 401P |
| 6 | Contribution Source 2 | 12 | 62 – 73 |  |  | N | ***Employee Roth Contribution***  See above definition | The amount to be processed into  participant’s account.  Ded codes – ROTHF, ROTHP, RTHBF, RTHBP, RTHCF, RTHCP |
| 7 | Contribution Source 3 | 12 | 74 – 85 |  |  | N | Match | Ded code MATCH |
| 8 | Contribution Source 4 | 12 | 86 – 97 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 9 | Contribution Source 5 | 12 | 98 – 109 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 10 | Contribution Source 6 | 12 | 110 – 121 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 11 | Contribution Source 7 | 12 | 122 – 133 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 12 | Contribution Source 8 | 12 | 134 – 145 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 13 | Contribution Source 9 | 12 | 146 – 157 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 14 | Contribution Source 10 | 12 | 158 – 169 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 15 | Loan Payment #1 | 12 | 170 – 181 |  |  | N | No decimal point; Two decimal places  Leading minus sign for negatives  (negative sign should be included in the  11 spaces); No non-numeric characters;  Right justified; Leading zeros.  Negative amounts ok to send | The amount to be processed into  participant’s account.  Ded codes – 401L or 401L2, combine if ee has both codes |
| 16 | Loan Payment #2 | 12 | 182 – 193 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 17 | Loan Payment #3 | 12 | 194 – 205 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 18 | Loan Payment #4 | 12 | 206 – 217 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 19 | Loan Payment #5 | 12 | 218 – 229 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 20 | Pay Period Deferral / Allocation Compensation | 12 | 230 – 241 |  |  | N | Compensation eligible for  Employee Deferrals, Matching and  Profit Sharing Contributions | Exclude these earnings codes:  ADV, AUTOF  AUTOR, DCFEX  DCFT2, DCFT3  DCFTX, DCNPT  FRING, GTL  HSAER, MOVNT  PARK, SEV |
| 21 | Pay Period Plan Testing Compensation | 12 | 242 – 253 |  |  | N | Compensation used for Non-  Discrimination Testing | Exclude these earnings codes:  ADV, AUTOF  AUTOR, DCFEX  DCFT2, DCFT3  DCFTX, DCNPT  FRING, GTL  HSAER, MOVNT  PARK, SEV |
| 22 | Pay Period Total Compensation | 12 | 254 – 265 |  |  | N | Compensation used to determine  HCEs, Key Employees, Top-  Heavy Minimums, etc. | Exclude these earnings codes:  ADV, AUTOF  AUTOR, DCFEX  DCFT2, DCFT3  DCFTX, DCNPT  FRING, GTL  HSAER, MOVNT  PARK, SEV |
| 23 | Pay Period Additional Compensation | 12 | 266 – 277 |  |  | N | To be defined | Leave blank |
| 24 | Pay Period Hours Paid | 4 | 278 – 281 |  |  | N | Hours ***Are*** ***Not*** Required for this Plan  Whole hours only, no decimals, Right  Justified, Zero Fill when N/A  Used to track Eligibility – Valmark is Elapsed Time with no service requirement. | Leave blank |
| 25 | Plan YTD Contribution Source 1 | 12 | 282 – 293 |  |  | N | ***YTD Employee 401(k) Contribution***  No decimal point; Two decimal places  Leading minus sign for negatives;  No non-numeric characters; Right  justified; Leading zeros | YTD totals for Ded codes – 401BF, 401BP, 401CF, 401CP, 401F, 401P |
| 26 | Plan YTD Contribution Source 2 | 12 | 294 – 305 |  |  | N | ***YTD Employee Roth Contribution***  See above definition | YTD totals for Ded codes – ROTHF, ROTHP, RTHBF, RTHBP, RTHCF, RTHCP |
| 27 | Plan YTD Contribution Source 3 | 12 | 306 – 317 |  |  | N | YTD match | YTD totals for Ded code MATCH |
| 28 | Plan YTD Contribution Source 4 | 12 | 318 – 329 |  |  | N | N/A - Zero Filled | N/A - Zero Filled |
| 29 | Plan YTD Contribution Source 5 | 12 | 330 – 341 | | | N | N/A - Zero Filled | N/A - Zero Filled |
| 30 | Plan YTD Contribution Source 6 | 12 | 342 – 353 | | | N | N/A - Zero Filled | N/A - Zero Filled |
| 31 | Plan YTD Contribution Source 7 | 12 | 354 – 365 | | | N | N/A - Zero Filled | N/A - Zero Filled |
| 32 | Plan YTD Contribution Source 8 | 12 | 366 – 377 | | | N | N/A - Zero Filled | N/A - Zero Filled |
| 33 | Plan YTD Contribution Source 9 | 12 | 378 – 389 | | | N | N/A - Zero Filled | N/A - Zero Filled |
| 34 | Plan YTD Contribution Source 10 | 12 | 390 – 401 | | | N | N/A - Zero Filled | N/A - Zero Filled |
| 35 | Plan YTD Deferral / Allocation Compensation | 12 | 402 – 413 | | | N | YTD Compensation eligible for  Employee Deferrals, Matching and  Profit Sharing Contributions | Exclude these earnings codes:  ADV, AUTOF  AUTOR, DCFEX  DCFT2, DCFT3  DCFTX, DCNPT  FRING, GTL  HSAER, MOVNT  PARK, SEV |
| 36 | YTD Plan Testing Compensation | 12 | 414 – 425 | | | N | YTD Compensation used for Non-Discrimination Testing | Exclude these earnings codes:  ADV, AUTOF  AUTOR, DCFEX  DCFT2, DCFT3  DCFTX, DCNPT  FRING, GTL  HSAER, MOVNT  PARK, SEV |
| 37 | Plan YTD Total Compensation | 12 | 426 – 437 | | | N | YTD Compensation used to determine  HCEs, Key Employees, Top-  Heavy Minimums, etc. | Exclude these earnings codes:  ADV, AUTOF  AUTOR, DCFEX  DCFT2, DCFT3  DCFTX, DCNPT  FRING, GTL  HSAER, MOVNT  PARK, SEV |
| 38 | YTD Additional Compensation | 12 | 438 – 449 | | | N | To be defined | Leave blank |
| 39 | Salary | 12 | 450 – 461 | | | N | Annual Base Salary | Annual Salary |
| 40 | Plan YTD Hours Paid | 4 | 462 – 465 | | | N | Hours ***Are*** Required for this Plan  Whole hours only, no decimals, Right  Justified, Zero Fill when N/A  YTD hours are needed for updating  Vesting percents on Schwab's system | Send all earnings codes except UNPD |
| 41 | Pay Frequency | 1 | 466 – 466 | | | X | Monthly (12) = “M”  Semimonthly (24) = “S”  Biweekly (26) = “B”  Weekly (52) = “W”  Quarterly (4) = “Q” | S |
| 42 | Primary Address Line #1 | 40 | 467 – 506 | | | X | No Commas, All Capitals |  |
| 43 | Primary Address Line #2 | 40 | 507 - 546 | | | X | No Commas, All Capitals  Spaces if not applicable |  |
| 44 | Primary City | 80 | 547 - 626 | | | X | No Commas, All Capitals |  |
| 45 | Primary State | 2 | 627 - 628 | | | X | Postal abbreviation, All Capitals |  |
| 46 | Primary Zip Code | 10 | 629 - 638 | | | X | Format: 12345-6789 or 12345  Left Justified |  |
| 47 | Primary Country | 30 | 639 - 668 | | | X | If outside USA this field is required to  be populated; Do not abbreviate | Leave blank |
| 48 | Foreign Address Indicator | 1 | 669 - 669 | | | X | Y = foreign Address  N or blank = local address | Leave blank |
| 49 | Birth Date | 8 | 670 - 677 | | | N | MMDDYYYY |  |
| 50 | Hire Date (original) | 8 | 678 - 685 | | | N | MMDDYYYY  **True Hire date – do not include Transfer or Rehire Dates.**  **Schwab's system derives many dates and status from the hire date. Any change in this field could cause a change in an employee's eligibility or vesting.**  ***DO NOT PROVIDE A REHIRE***  ***DATE IN THIS FIELD.*** | Send original date of hire |
| 51 | Plan Entry Date | 8 | 686 - 693 | | | N | *Date of hire* | Leave blank |
| 52 | Plan Entry Date (for another source with different eligibility) | 8 | 694 - 701 | | | N | MMDDYYYY | Leave blank |
| 53 | Plan Entry Date (for another source with different eligibility) | 8 | 702 - 709 | | | N | MMDDYYYY | Leave blank |
| 54 | Plan Entry Date (for another source with different eligibility) | 8 | 710 – 717 | | | N | MMDDYYYY | Leave blank |
| 55 | Termination Date (if applicable) | 8 | 718 - 725 | | | N | MMDDYYYY  Blank if Not Applicable  **True Employment Termination Date** **– do not**  **include Transfer Dates or Leave**  **of Absence Dates.**  All termination dates provided in this  field will load into our system causing  a terminated status to load and deferral elections to drop to 0.  **Termination dates should *never***  **exceed the payroll file date.** | Send employment term date |
| 56 | Rehire Date (date of most recent rehire) | 8 | 726  -  733 | | | N | MMDDYYYY  Blank if Not Applicable  **Only provide a Rehire date when**  **an employee has been terminated and rehired, hence the most current date**  **of employment.**  **DO *NOT* PROVIDE REHIRE DATE**  **IN THE HIRE DATE FIELD.** | Send most recent hire date only if different than original hire date |
| 57 | Alternate Vesting Date | 8 | 734  -  741 | | | N | MMDDYYYY  Blank if Not Applicable | Leave blank |
| 58 | Restricted Status (officer status field) | 1 | 742  -  742 | | | X | Officer = "O"  Non-officer = "R"  Blank as default  Define other codes | Leave blank |
| 59 | Loan Restriction | 5 | 743  -  747 | | | X | Blank as default  Define other codes | Leave blank |
| 60 | Collective Bargaining Indicator | 1 | 748  -  748 | | | X | Union = “U”  Non-Union = “N”  Blank as default | Leave blank |
| 61 | Payroll Status | 1 | 749  -  749 | | | X | Active or Leave = “A”  Terminated = “T”  Deceased = “D”  Retirement = “R” | If empstatus is Active or Leave send A  If empstatus is Terminated and term reason is Death send D  If empstatus is Terminated and term reason is Retirement send R  If empstatus is Terminated and term reason is not Death or Retirement send T |
| 62 | Highly Compensated Status (HCE) | 1 | 750  -  750 | | | X | Highly Compensated = "H"  Non-highly compensated = "N" | Leave blank |
| 63 | Ineligible Status | 1 | 751  -  751 | | | X | N = Ineligible to participate  Blank as default  If an “N” is populated, Schwab will  load the employee as an ineligible  class which means they are not eligible  for the plan. If an employee moves  from an ineligible classification to  an eligible employee then this change  will need to be brought to your  Customer Service Manager’s attention. | Send N if jobcode is INTERN or if emptype is INT, TES, SUM, STU or TMP  Else leave blank  INT  REG  TES  TMP |
| 64 | Pay Location | 15 | 752  -  766 | | | X | Optional - Assigned by Plan Sponsor and Approved by Schwab; Spaces if N/A | Leave blank |
| 65 | Reporting Division | 5 | 767  -  771 | | | N | Reporting Division ***Is Not*** Required for  this Plan. This field can be  NUMERIC ONLY. Spaces if N/A | Leave blank |
| 66 | Alternate Key #1 | 15 | 772  -  786 | | | X | Optional - Assigned by Plan Sponsor  and Approved by Schwab  **Company Code**  Spaces if N/A | Leave blank |
| 67 | Alternate Key #2 | 15 | 787  -  801 | | | X | Optional - Assigned by Plan Sponsor  and Approved by Schwab  **File Number**  Spaces if N/A | Send Ulti EE number |
| 68 | Transfer Indicator | 5 | 802 – 806 | | | X | “X” = indicates employee transferred  from to another division | Leave blank |
| 69 | Work/Home Telephone Number | 15 | 807 – 821 | | | X | 123-456-7890 – Option: hardcode  main company telephone number | Send 330-576-1234 for all |
| 70 | Corporate e-mail Address | 50 | 822 – 871 | | | X | Full Internet Address  Space Fill if No Address | Send work email |
| 71 | Language Preference Code | 1 | 872 - 872 | | | X | English = “E”  Spanish = “S”  Other = “O” | Leave blank |
| 72 | Gender Code | 1 | 873 – 873 | | | X | Male = “M”  Female = “F” | Send |
| 73 | Marital Status – Taxable | 1 | 874 - 874 | | | X | Single = “S”  Married= “M”  Used for tax purposes | Send M if married, else send S |
| 74 | Federal Exemptions | 2 | 875 - 876 | | | N | Number of Federal exemptions  Used for tax purposes | Leave blank |
| 75 | Job Code Indicator | 1 | 877 - 877 | | | X | Seasonal = “S”  Temporary = “T”  Intern = ”I”  Full Time = “F”  Part-Time = “P”  Please provide if any employees are  subject to a different eligibility  requirement, ex. Part-timer must work  1000 hours in 1 year to be eligible  but everyone else is eligible after 3  months of service.  **\*\*Schwab does not need to track alt eligibility for any classes per 6/28 Implementation Mtg. There will not ever be any temps paid by the company itself and client will flip interns to full time if they are hired on full time.\*\*** | if emptype is SUM or STU, send S  if emptype is TMP, send T  if jobcode of INTERN or emptype is INT, send I  else if EecFullTimeOrPartTime is F, send F  else if EecFullTimeOrPartTime is P, send P |
| 76 | Leave of Absence – Start Date | 8 | 878 - 885 | | | N | MMDDYYYY  Blank if Not Applicable | Send L if empstatus is LOA |
| 77 | Leave of Absence – End Date | 8 | 886 - 893 | | | N | MMDDYYYY  Blank if Not Applicable | Send L if empstatus is LOA |
| 78 | Leave of Absence Indicator | 1 | 894 - 894 | | | X | L = Leave of Absence | Send L if empstatus is LOA |
| 79 | Retirement Date | 8 | 895 - 902 | | | N | MMDDYYYY  Blank if Not Applicable | Send if employment termed due to retirement |
| 80 | Death Date | 8 | 903 - 910 | | | N | MMDDYYYY  Blank if Not Applicable | Send if employment termed due to death |
| 81 | Filler | 40 | 911 - 950 | | | X | Filler |  |

### Total (Footer) Record: The following defines the CONTROL TOTALS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Description** | **Length** | **Range** | | | **Type** | **Comments** |
| 1 | Record ID | 3 | 1 | - | 3 | X | Hardcode “101” |
| 2 | Plan ID | 3 | 4 | - | 6 | X | Schwab Assigned Value = **VFG**; Left Justified |
| 3 | Pay Period Ending Date | 11 | 7 | - | 17 | N | Payroll Date; MMDDYYYY |
| 4 | Contribution Source 1 Total | 12 | 48 | - | 59 | N | Total of ***Employee 401k Contribution***  No decimal point; Two decimal places; Leading minus sign  for negatives; No non-numeric characters; Right justified; Leading zeros |
| 5 | Contribution Source 2 Total | 12 | 60 | - | 71 | N | Total of ***Employee Roth Contribution***  No decimal point; Two decimal places; Leading minus sign  for negatives; No non-numeric characters; Right justified; Leading zeros |
| 6 | Contribution Source 3 Total | 12 | 72 | - | 83 | N | N/A - Zero Filled |
| 7 | Contribution Source 4 Total | 12 | 84 | - | 95 | N | N/A - Zero Filled |
| 8 | Contribution Source 5 Total | 12 | 96 | - | 107 | N | N/A - Zero Filled |
| 9 | Contribution Source 6 Total | 12 | 108 | - | 119 | N | N/A - Zero Filled |
| 10 | Contribution Source 7 Total | 12 | 120 | - | 131 | N | N/A - Zero Filled |
| 11 | Contribution Source 8 Total | 12 | 132 | - | 143 | N | N/A - Zero Filled |
| 12 | Contribution Source 9 Total | 12 | 144 | - | 155 | N | N/A - Zero Filled |
| 13 | Contribution Source 10 Total | 12 | 156 | - | 167 | N | N/A - Zero Filled |
| 14 | Loan Payment #1 Total | 12 | 168 | - | 179 | N | **Total of Loan Payment #1** |
| 15 | Loan Payment #2 Total | 12 | 180 | - | 191 | N | N/A - Zero Filled |
| 16 | Loan Payment #3 Total | 12 | 192 | - | 203 | N | N/A - Zero Filled |
| 17 | Loan Payment #4 Total | 12 | 204 | - | 215 | N | N/A - Zero Filled |
| 18 | Loan Payment #5 Total | 12 | 216 | - | 227 | N | N/A - Zero Filled |