

## File formatting instructions - Insurer of motor vehicles

Use this document as a guide for how to format the individual fields of your file. You should use the spreadsheet template provided on the Web site when you are actually entering your information.

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K
Field Name	Repair Shop Name	Repair Shop DBA Name	Repair Shop Federal ID Number	Repair Shop Address	Repair Shop City	Repair Shop State	Repair Shop Zip	Total Amount Paid	Total Number of Payments	Repair Shop NYS Sales Tax ID	Repair Shop NYS DMV Facility Number
Maximum Field Size	60 Characters	60 Characters	11 Characters	60 Characters	25 Characters	2 Characters	9 Characters	17 Characters	17 Characters	11 Characters	7 Characters
Field Type	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha	Alpha Numeric	Numeric with 2 Decimals	Numeric	Alpha Numeric	Numeric
Special Field Requirements		Provide if available	Always between 9 and 11 characters with no hyphens				Minimum 5 characters  No hyphens			Always between 9 and 11 characters with no hyphens.	Provide if available. Always 7 characters.
Required Field Indicator	YES		YES	YES	YES	YES	YES	YES			
Data Example	ABC Body Works	ABC Body Works	161234567	123 1st Street	Saratoga	NY	12065	3610.28	8	258896012	5484123

### Important Information:

1. Required data fields are used only to validate your files. Penalties will still apply for failing to provide required information on your return.

## Required Data --- Filing on behalf of Subsidiaries

<b>Data Example</b>	A subsidiary follows	Company Name 1	111111111								
<b>Required Field Indicator</b>	YES	YES	YES								

### Important Information:

1. If you are filing on behalf of subsidiaries you must enter the data starting on the row immediately following the last row of transactional data. There cannot be any blank rows.
2. All three data elements for subsidiaries are required. This includes the static text "A subsidiary follows" in Column A, subsidiary name in Column B and subsidiary ID in Column C. The rules governing the columns for maximum field size, field type, and special field requirements will apply to this data also.