MFPRSI MUNICIPAL FIRE & POLICE RETIREMENT SYSTEM OF IOWA
7155 Lake Drive, Suite 201
West Des Moines, IA 50266

Memorandum

Re: MFPRSI Electronic Contribution Format – Effective January, 2014

MFPRSI Electronic Contribution Format

This document identifies the file structure format for submitting contribution data to the MFPRSI. The data needs to be in fixed length format with all unused positions left blank. Acceptable file extensions are: .DAT, .TXT, or .PRN.

Positions 1-10 SOCIAL SECURITY NUMBER - left justified with no slashes or dashes between numbers
Positions 11-25 LAST NAME - left justified (capital letters preferred)
Positions 26-40 FIRST NAME - left justified (capital letters preferred)
Positions 41-55 EARNABLE COMPENSATION - right justified with decimal only, no commas or dollar signs
Positions 56-70 EMPLOYEE CONTRIBUTION - right justified with decimal only, no commas or dollar signs

One empty row needs to separate employee payroll data from the following summary information:

Positions 1-10 QUARTER END DATE – left justified using MM/DD/YY format
Positions 11-34 CITY NAME – left justified without the words "city of"
Positions 35-40 NUMBER OF EMPLOYEES (LINES OF DATA) ON THE REPORT – left justified
Positions 41-55 TOTAL OF EARNABLE COMPENSATION – formatted as above
Positions 56-70 TOTAL OF EMPLOYEE CONTRIBUTIONS – formatted as above

- Only one line of data is to be submitted for each employee.
- Negative numbers are not acceptable. If a correction is needed to a prior entry, a wage correction form must be used as supplied by the System.
- The sequencing of member data in the file must be either ascending social security number order or alphabetical order by last name.
- Social security numbers beginning with zero must contain the number zero, not a blank character instead of the zero.
- Formulas are not acceptable in the employee contribution field. If a formula is used to calculate this field, the result must be converted to a number before the file is finalized and sent to MFPRSI.
- Please contact Angie Conner with any questions.