

Electronic Data Reporting – BLS 3023 Annual Refiling Survey

Appendix G - ARS Electronic Reporting and File Format

INSTRUCTIONS

The BLS 3023 - Annual Refiling Survey is collected to verify and/or update the geographic and industry information for each worksite location of a company. Firms who already report the BLS 3020 – Multiple Worksite Report electronically through the EDI Center have the option to report the ARS electronically using a similar process and file format.

Firms should submit their ARS file using the same mode that they use to submit MWR data. The ARS file should be submitted once per year during 2Q MWR collection (due July 31st). Send an email to ARSWeb@bls.gov when the ARS file has been submitted.

Please use the following file naming convention to help us easily identify your file: ARS_CompanyName_Year

ARS File Format and Data Elements			
Position	Data Element	Length	Data Specification
1-2	Program Code	2	<u>Required</u> . A 2-digit program code indicating the type of data being reported. 03 = ARS
3	Record Type	1	<u>Required</u> . Enter "2".
4-5	Reference State	2	<u>Required</u> . The 2-digit State FIPS code indicating the location of the establishment. (See Appendix D for a list of FIPS codes)
6-15	UI Account Number	10	<u>Required</u> . The Unemployment Insurance (UI) account number assigned to the employer by the State. Right justify, zero fill.
16-20	Reporting Unit Number (RUN)	5	<u>Optional</u> . Unless the RUN is known, right justify, zero fill.
21-29	Employer Identification Number (EIN)	9	<u>Required</u> . The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	<u>Required</u> . The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.
65-99	Street Address	35	<u>Required</u> . The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u> . Left justify, blank fill.
100-129	City	30	<u>Required</u> . The city of the establishment. Left justify, blank fill.
130-131	State	2	<u>Required</u> . The standard 2-letter Postal Service State abbreviation for the establishment. (See Appendix D for a list of USPS State abbreviation codes)

ARS File Format and Data Elements

Position	Data Element	Length	Data Specification
132-136	Zip Code	5	<u>Required</u> . The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	Expanded Zip Code	4	<u>Optional</u> . The 4-digit expanded Zip Code used by the Postal Service for the establishment. If not used, blank fill.
141-142	Delivery Point Barcode	2	<u>Optional</u> . The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-148	Comment Code	6	<u>Not currently used</u> . Leave blank.
149-152	Reference Year	4	<u>Required</u> . Enter the four digits of the year covered by the report.
153	Fill	1	<u>Not currently used</u> . Leave blank.
154-188	Legal Name	35	<u>Required</u> . The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Left justify, blank fill.
189-223	Worksite Description	35	<u>Required</u> . Enter a meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Left justify, blank fill.
224-258	Worksite Economic Activity	35	<u>Required</u> . The Worksite Economic Activity describes the principal economic activity or activities in which the worksite is engaged. This is a written description of the main business activities, goods, products, or services provided at this worksite. This information will be used to identify and validate NAICS code. If your company already has some code or system for identifying this information, please use that information as the worksite economic activity. Ex. commercial bank branch, call center, distribution center, credit card issuing center, etc. Left justify. If you have any questions about how to populate this field, please us at ARSWeb@bls.gov .
259-264	Worksite NAICS	6	<u>Optional</u> . The North American Industrial Classification System (NAICS) code applicable for this worksite which identifies the economic activity of the worksite. The BLS NAICS Search Application can be used to look up individual NAICS codes or a csv file of all BLS NAICS 2017 Titles and Descriptions is also available for download. Right justify, zero fill.
265-274	Worksite Phone Number	10	<u>Required</u> . The phone number (with area code) of the worksite. Omit parentheses and hyphens.
275-295	Worksite Identification Code (WIC)	21	<u>Required</u> . Alpha/numeric indicator that uniquely identifies the business at this physical location. This code should not be duplicated within the State for this location. Use the same WIC code for the ARS as is used for the MWR. Left justify, blank fill.
296-300	Blank	4	<u>Not currently used</u> . Leave blank.

If you have any questions, please email us at ARSWeb@bls.gov.

