



TowerData NCOALink & DSF2 Input Format for Automated Processing

Files submitted for automated postal processing must be in the following format:

- A plain text (ASCII) file with one record per line
- Each line should be in fixed field format with 318 characters per line or it may be tab delimited.
- Each line should be terminated with a carriage return and line feed (cr/lf)

The name of the file should be: <client ID>_<service code>_<PO #>.zip

- Client ID will be provided to you by TowerData
- Service codes determine what type of processing will be done. Values are
 - Z0004 – DPV, 48 Month NCOA, and LACS
 - Z6000 – DSF2
 - Z9004 – DPV, 48 Month NCOA, LACS, and DSF2
- PO is your unique tracking number for the order. Values should be alphanumeric, without spaces, and ten characters or less.
- The file should be compressed with zip or gzip.

Example file name: 123_Z0004_20070128.zip

<u>Position</u>	<u>Length</u>	<u>Field Name</u>
001 - 098	98	Client Specific Data (non address related client data – unique record identifier recommended)
099 – 100	02	Filler
101 - 140	40	Personal Name (First Middle Last)
141 - 180	40	Primary Address
181 - 220	40	Secondary Address
221 - 239	19	City
240 - 241	02	State
242 - 246	05	Zip Code
247 - 250	04	Zip+4
251 – 290	40	Company Name
291 – 318	28	Urbanization (for Puerto Rican addresses)

Please notify us whether you will use a fixed width format or a tab delimited format and whether your file will include a header record or not.