

# Ohio Department of Job and Family Services

## Wage Record Section

JFS66113 (formerly UCO-2QRS) Printing Specifications<sub>(10/10/01)</sub>

Although we prefer filing by magnetic media we accept paper reports if they meet these specifications.

We use high speed optical character recognition (OCR) equipment to extract the wage data off your report. The OCR will not read the data accurately unless these specifications are followed exactly.

If you are not printing on our forms (JFS66113) then please do not print lines, instructions, and headings. **Print data only.**

**Returned Reports** Your account may be considered delinquent and subject to forfeiture.

- Reports submitted without **all** the data elements: account numbers (SEAN), quarter, year, employee social security numbers, employee name, wages, and weeks will be returned, unprocessed.
- Reports that cannot be read by the OCR equipment will be returned, unprocessed.
- Extra columns
- Landscape printed document
- We accept no photocopies.

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**Paper Size:** 8.5" X 11"

**Font Size and Type:** 12 points, Arial, or other sans serif font, **Bold** absolutely no serif or proportional fonts

**Ink Color:** Black only, a fresh print ribbon aids our OCR process.

**Print Quality:** Laser is preferred. Dot Matrix must be 24 pin, letter quality. DPI must be minimum 300. If the OCR cannot read dot matrix it will be returned.

**Form Alignment:** top of form is line zero (0) Bottom of form is line 66  
Left perforation is print position zero (0) right perforation is position 85  
based on:

**Lines per inch:** 6 lines per inch **Print Positions per inch:** 10 characters per inch

**Data Alignment:** All data must be center aligned both vertically and horizontally.

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If you have any questions about these specifications please contact us at: **614.752.9661** option **3**.

Our e-mail address is: [wageohio@odjfs.state.oh.us](mailto:wageohio@odjfs.state.oh.us) Our fax number is: **614.752.4807**

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| <u>Element</u>                      | <u>Print Line(s)</u>   | <u>Print Position(s)</u> | <u>Format</u>   |
|-------------------------------------|--|--------------------------|---|
| Employer Number                     | 6  | 6 - 17                   | NNNNNNNNNN  |
| Quarter                             | 6  | 68                       | N (1, 2, 3, 4 only)   |
| Year                                | 6  | 73 - 74                  | NN (two digits only)  |
| Employer Name & Address             | 8 - 11   | 5 - 46                   | U.S. Postal format  |
| Employee SSN                        | 16, 18, 20, 22, 24<br>26, 28, 30, 32, 34<br>36, 38, 40, 42, 44<br>46, 48, 50, 52, 54 | 6 - 16                   | NNN NN NNNN<br>NNNNNNNNN  |
| Employee's Name                     | 16, 18, 20, 22, 24<br>26, 28, 30, 32, 34<br>36, 38, 40, 42, 44<br>46, 48, 50, 52, 54 | 20 - 43                  | Last, FI, MI  |
| Total Gross Wages paid this quarter | 16, 18, 20, 22, 24<br>26, 28, 30, 32, 34<br>36, 38, 40, 42, 44<br>46, 48, 50, 52, 54 | 47 - 58                  | NNNNNNN.NN<br>Left space fill, right justify<br>No punctuation, except decimal<br>No dollar signs |
| Number of weeks                     | 16, 18, 20, 22, 24<br>26, 28, 30, 32, 34<br>36, 38, 40, 42, 44<br>46, 48, 50, 52, 54 | 61 - 62                  | NN<br>Mandatory   |
| Total this Page                     | 57   | 47 - 58                  | NNNNNNN.NN<br>Left space fill, right justify<br>No punctuation, except decimal                    |
| Page of Pages                       | 57   | 61- 62<br>65 - 67        | NN<br>NNN   |
| Signature                           | 61   | 5 - 27                   | _____   |
| Title                               | 61   | 32 - 49                  | _____   |
| Date                                | 61   | 53 - 70                  | _____   |