



# 360 Integration Instructions for State Payroll Providers

## Sending Deduction Rate Updates

File Type - Employee deduction

File Format - CSV

File Name - EIN\_DEDUCTIONS\_TIMESTAMP.csv

<b>EIN</b>	The federal employer identification number of the company in XXXXXXXXX format (no dash). Vestwell uses the EIN to link the payroll file to the appropriate employer
<b>DEDUCTIONS</b>	This identifies the file as payroll contribution rate changes.
<b>TIMESTAMP</b>	The timestamp that the file was created in YYYYMMDDHHMMSS format. Vestwell does not use this field, but it should only contain digits. Its main purpose is to make the file name distinct.

### Example:

121234567\_DEDUCTIONS\_20210228125622.csv

This file has deductions for employees in a company with EIN 12-1234567. The file was created on Feb 28th, 2021 at 12:56:22.

## File Fields

### Priority

**Required (R):** The data should be provided if available and/or applicable. NULL values cannot be accepted. The data is used to service plan providers, calculate eligibility, and/or reconcile plan data.

**Optional (O):** The data is not required. NULL values can be accepted.

Field Name	Priority	Field Description	Format	Sample Values
ssn	R	Social security number of the participant	Social security number of the participant	123087652
UID	O	External Payroll ID for participants	10 character alphanumeric code "UI" followed by 8 numbers	UI12345678
first_name	O	First name of the employee	John	String
last_name	O	Last name of the employee	Smith	String
contribution_type	R	Indicates the funding source for which the deduction change was made	This will always be a Roth IRA deduction	String Will always be a ROTH IRA deduction RothIRA
to_type	R	How money will be deduction (flat dollar or percent of pay)	How money will be deducted (flat dollar amount or percent of pay) \$ or %	As percent: .00X As dollar amount: XX.XX
to_value	R	The value of the contribution amount or percentage	25	The value of the contribution amount or percentage
effective_date	R	The date that the deduction should become effective.	2021-04-01	The date that the deduction should become effective. Date in YYYY-MM-DD format