



# MANUAL TRANSMITTAL

Department of the Treasury  
Internal Revenue Service

2.3.27

FEBRUARY 14, 2023

## EFFECTIVE DATE

(02-14-2023)

## PURPOSE

- (1) This transmits revised IRM 2.3.27, IDRS Terminal Responses, Command Code ECREQ.

## MATERIAL CHANGES

- (1) 2.3.27.1 Editorial changes were made to add internal controls.

## EFFECT ON OTHER DOCUMENTS

IRM 2.3.27, dated June 7, 2012, is superseded.

## AUDIENCE

LMSB, SB/SE, TE/GE, W&I

Nancy Sieger  
Chief Information Officer



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2.3.27

Command Code ECREQ

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2.3.27.1  
(02-14-2023)  
**Program Scope and Objectives**

- (1) **Purpose:** This transmits revised IRM 2.3.27, IDRS Terminal Responses, Command Code LEVY
- (2) **Audience:** All IRS business units.
- (3) **Program Owner:** Account Services
- (4) **Primary Stakeholders:** Large Business and International (LB&I), Small Business Self-Employed (SB/SE), Tax Exempt and Government Entities (TE/GE), Wage & Investment (W&I)
- (5) **Program Goals:**
- (6) Use Command Code ECREQ to request a screen format to input state employment commission requests on IMF taxpayers. Request one of the following formats: ECREQ5, ECREQP or ECREQM.

2.3.27.2  
(02-03-2023)  
**Background**

- (1) This IRM and the contained subsections provide the user the necessary information on how to use Command Code ECREQ

2.3.27.3  
(02-03-2023)  
**Authority**

- (1) Use Command Code ECREQ to request a screen format to input state employment commission requests on IMF taxpayers present on the TIF (Taxpayer Information File) on the IDRS (Integrated Data Retrieval System).

2.3.27.4  
(02-03-2023)  
**Roles and Responsibilities**

- (1) The RCC(Research Command Code) Project Lead responsible for reviewing and implementing the Work Requests that affect ECREQ and for updating the contents of this IRM.

2.3.27.5  
(02-03-2023)  
**Program Controls**

- (1) Access to this program is governed by SACS

2.3.27.6  
(02-03-2023)  
**Program Management and Review**

- (1) The Command Code ECREQ is managed by Work Requests which are submitted for changes and also by tickets which are submitted by users for corrections.

2.3.27.7  
(02-03-2023)  
**Terms and Acronyms**

- (1) Acronyms unique to IDRS

Acronym	Definition
IMF	Individual Masterfile
BMF	Business Masterfile
TIF	Taxpayer Information File
TC	Transaction Code
CC	Command Code

2.3.27.8  
(02-03-2023)

#### Command Code ECREQ

- (1) Command Code ECREQ creates a record that will be sent to state agencies for potential levy sources. These records will be sent to each participating state agency within the service center jurisdiction or only to the specific states you select. Since the state's records are updated quarterly, determine if you need to re-input the request. Command Code ECREQ request a screen format to input state employment commission requests one of the following formats: ECREQ5, ECREQP or ECREQM.
- (2) Precede CC ECREQ with CC LEVYS to avoid duplication of effort and to insure no levy source already exists.
- (3) Command Code ECREQP requests produce a hardcopy listing. ECREQ, ECREQ5, or ECREQM requests will be updated to the TIF.
- (4) Command Code ECREQ with a blank, P or 5 definer will result in the ECREQ5 format,
- (5) Command Code ECREQ with a definer of M will result in the ECREQM format.
- (6) ECREQ5 and ECREQP will generate up to 5 separate taxpayer requests for the states selected.
- (7) ECREQM will generate up to 20 separate taxpayer requests. One request for each line of valid input will be sent to all states within the service center jurisdiction. Because of processing costs, avoid indiscriminate use of CC ECREQM.
- (8) If you are inputting CC ECREQP, and you are not the originator of the EC request, enter the originator's RECEIVER-EMPLOYEE-NUMBER on line 2, positions 24–33.
- (9) You may enter both the primary and secondary SSNs on the same request, although only the primary SSN is required. The taxpayer name control is a required input.
- (10) FUNCTIONAL-AREA-CODE is an optional field. Enter the correct value on line 2, position 57, if the request is not for Collection.
- (11) Tabbing to the first position of each input field has been added. See record element description.

2.3.27.9  
(07-01-2012)

#### Error Responses For CC ECREQ

- (1) Error messages will be displayed in inverse video on line 24. Correct the error and re-enter.
- (2) Error Messages:
  - a. "CC-DEFINER INV"—The CC-DEFINER is not blank, M, 5 or P.
  - b. "PLEASE CORRECT INVALID DATA ON SCREEN"—all elements determined to be invalid on the request screen will be asterisk and displayed for correction and re-entry. All elements on the request screen determined to be valid will not be returned, they will be processed and written to the gendata tape.
  - c. "ERROR ON WRITE TO GENDATA-NOTIFY CSA"—The request transactions on the screen have not been written to tape. CSA should correct tape problem.

2.3.27.10  
(07-01-2012)  
**CC ECREQ Valid  
Response**

- (1) If Command Code ECREQ (with a definer of blank, 5, P, or M) is input correctly, the format for ECREQ5 or ECREQM will be generated.
- (2) If ECREQ5, ECREQP OR ECREQM data is input correctly, the input screen will be returned with the message "REQUEST COMPLETE" on line 24.

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## Exhibit 2.3.27-1 (07-01-2012) Command Code ECREQ

(1) Request Screen:

Attachmate Accessory Manager - [NOMENU]

File Edit View Tools Session Options Window Help

ECREQ

Pg=1 Row= 1 Col= 6 POLL

Session has been established CAP 12:59

(2) Record Element Description

Element	Line	Position	Description and Validity
1	1	1-5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: blank or M or 5 or P

**Exhibit 2.3.27-2 (07-01-2012)**  
**ECREQ5**

(1) Input Screen:

```
Attachmate Accessory Manager - [NO MENU]
File Edit View Tools Session Options Window Help

ECREQ05
      RECEIVER-EMP-NUM>nnnnnnnnnn      FUNCTIONAL-AREA-CD>n
TIN>nnn-nn-nnnn      NM-CTRL>vvvv      SECONDARY-SSN>nnn-nn-nnnn
ALL-STATES>X
IL>  MA>  NY>  TX>  WV>X
      NM-CTRL>      SECONDARY-SSN>
ALL-STATES>
IL>  MA>  NY>  TX>  WV>
      NM-CTRL>      SECONDARY-SSN>
ALL-STATES>
IL>  MA>  NY>  TX>  WV>
      NM-CTRL>      SECONDARY-SSN>
ALL-STATES>
IL>  MA>  NY>  TX>  WV>
      NM-CTRL>      SECONDARY-SSN>
ALL-STATES>
IL>  MA>  NY>  TX>  WV>

Pg=1 Row= 5 Col= 25 POLL
Session has been established
1:45
```

(2)	Record Element Description
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**Exhibit 2.3.27-2 (Cont. 1) (07-01-2012)**  
**ECREQ5**

Element	Line	Position	Description and Validity
1	1	1–5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: 5 or P
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	*24–33	RECEIVER-EMPLOYEE-NUM (used for routing): nnnnnnnnnn or [slashb] will be input only if the receiver of the state info is other than the terminal operator. First 2 positions must be valid Service Center or District Office code, within Service Center's jurisdiction. Last eight positions may not be all zeroes.
5	2	38–56	LITERAL: FUNCTIONAL-AREA-CD
6	2	*57	FUNCTIONAL-AREA-CD (used for routing): Values are:  0=Collection (default value)  1=Criminal Investigation  2=Examination  3=Taxpayer Services  4–9=Reserved
7	5,7,11,15,19	1–4	LITERAL: TIN
8	3,7,11,15,19	*5–16	EDITED-TIN: nnn-nn-nnnn b
9	3,7,11,15,19	19–26	LITERAL: NAME-CTRL
10	3,7,11,15,19	*27–30	NAME-CTRL: vvvv
11	3,7,11,15,19	33–46	LITERAL: SECONDARY-SSN
12	3,7,11,15,19	*47–58	EDITED-SECONDARY-SSN:  nnn-nn-nnn [slashb] or [slashb]
13	4,8,12,16,20	1–11	LITERAL: ALL-STATES
14	4,8,12,16,20	*12	ALL-STATES-IND: X or (input X if a request should be sent to all states)
15	5, 9, 13, 17, 21	1–3	LITERAL: State abbreviation
16	5,9,13,17,21	*4	INDV-STATE-IND-1: X or [slashb]
17	5,9,13,17,21	6–8	LITERAL: State abbreviation
18	5,9,13,17,21	*9	INDV-STATE-IND-2: X or [slashb]
19	5,9,13,17,21	11–13	LITERAL: State abbreviation
20	5,9,13,17,21	*14	INDV-STATE-IND-3: X or [slashb]

**Exhibit 2.3.27-2 (Cont. 2) (07-01-2012)**  
**ECREQ5**

Element	Line	Position	Description and Validity
21	5,9,13,17,21	16–18	LITERAL: State abbreviation
22	5,9,13,17,21	*19	INDV-STATE-IND-4: X or [slashb]
23	5,9,13,17,21	21–23	LITERAL: State abbreviation
24	5,9,13,17,21	*24	INDV-STATE-IND-5: X or [slashb]
25	5,9,13,17,21	36–28	LITERAL: State abbreviation
26	5,9,13,17,21	*29	INDV-STATE-IND-6: X or [slashb]
27	5,9,13,17,21	31–33	LITERAL: State abbreviation
28	5,9,13,17,21	*34	INDV-STATE-IND-7: X or [slashb]
29	5,9,13,17,21	36–38	LITERAL: State abbreviation
30	5,9,13,17,21	*39	INDV-STATE-IND-8: X or [slashb]
31	5,9,13,17,21	41–43	LITERAL: State abbreviation
32	5,9,13,17,21	*44	INDV-STATE-IND-9: X or [slashb]
33	5,9,13,17,21	46–48	LITERAL: State abbreviation
34	5,9,13,17,21	*49	INDV-STATE-IND-10: X or [slashb]
35	5,9,13,17,21	51–53	LITERAL: State abbreviation
36	5,9,13,17,21	*54	INDV-STATE-IND-11: X or [slashb]
37	5,9,13,17,21	56–58	LITERAL: State abbreviation
38	5,9,13,17,21	*59	INDV-STATE-IND-12: X or [slashb]
39	5,9,13,17,21	61–63	LITERAL: State abbreviation
40	5,9,13,17,21	*64	INDV-STATE-IND-13: X or [slashb]
41	5,9,13,17,21	66–68	LITERAL: State abbreviation
42	5,9,13,17,21	*69	INDV-STATE-IND-14: X or [slashb]

**Note:** \*Designates a tabbed element.

**Exhibit 2.3.27-3 (07-01-2012)**  
**ECREQ5**

(1) Response Screen (Valid):

Attachmate Accessory Manager - {NONE}					
File Edit View Tools Session Options Window Help					
ECREQ5					
RECEIVER-EMP-NUM>		FUNCTIONAL-AREA-CD>			
TIN>	NM-CTRL>	SECONDARY-SSN>			
ALL-STATES>					
IL>	MA>	NY>	TX>	WV>	
RECEIVER-EMP-NUM>		FUNCTIONAL-AREA-CD>			
TIN>	NM-CTRL>	SECONDARY-SSN>			
ALL-STATES>					
IL>	MA>	NY>	TX>	WV>	
RECEIVER-EMP-NUM>		FUNCTIONAL-AREA-CD>			
TIN>	NM-CTRL>	SECONDARY-SSN>			
ALL-STATES>					
IL>	MA>	NY>	TX>	WV>	
RECEIVER-EMP-NUM>		FUNCTIONAL-AREA-CD>			
TIN>	NM-CTRL>	SECONDARY-SSN>			
ALL-STATES>					
IL>	MA>	NY>	TX>	WV>	
RECEIVER-EMP-NUM>		FUNCTIONAL-AREA-CD>			
TIN>	NM-CTRL>	SECONDARY-SSN>			
ALL-STATES>					
IL>	MA>	NY>	TX>	WV>	
		Pg=1 Row=22 Col= 79			POLL
Session has been established					
				CAP	1:49 PM

(2) Record Element Description:

**Exhibit 2.3.27-3 (Cont. 1) (07-01-2012)**  
**ECREQ5**

<b>Element</b>	<b>Line</b>	<b>Position</b>	<b>Description and Validity</b>
1	2	1–5	COMMAND-CD ECREQ
2	2	6	CC-DEFINER: 5 or P
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	36–56	LITERAL: FUNCTIONAL-AREA-CD
5	3,7,11,15,19	1–4	LITERAL: TIN
6	3,7,11,15,19	19–26	LITERAL: NM-CTRL
7	3,7,11,15,19	33–46	LITERAL: SECONDARY-SSN
8	4,8,12,16,20	1–11	LITERAL: ALL-STATES
9	5,9,13,17,21	1–3	LITERAL: State abbreviation
10	5,9,13,17,21	6–8	LITERAL: State abbreviation
11	5,9,13,17,21	11–13	LITERAL: State abbreviation
12	5,9,13,17,21	16–18	LITERAL: State abbreviation
13	5,9,13,17,21	21–23	LITERAL: State abbreviation
14	5,9,13,17,21	26–28	LITERAL: State abbreviation
15	5,9,13,17,21	31–33	LITERAL: State abbreviation
16	5,9,13,17,21	36–38	LITERAL: State abbreviation
17	5,9,13,17,21	41–43	LITERAL: State abbreviation
18	5,9,13,17,21	46–48	LITERAL: State abbreviation
19	5,9,13,17,21	51–53	LITERAL: State abbreviation
20	5,9,13,17,21	56–58	LITERAL: State abbreviation
21	5,9,13,17,21	61–63	LITERAL: State abbreviation
22	5,9,13,17,21	66–68	LITERAL: State abbreviation
23	24	1–26	REQUEST COMPLETE

Exhibit 2.3.27-4 (07-01-2012)  
ECREQ5

(1) Response Screen (Error):

Attachmate Access

File Edit View Tools Session Options Window Help

ECREQ5

RECEIVER-EMP-NUM>	FUNCTIONAL-AREA-CD>
TIN>	NM-CTRL>
ALL-STATES>	SECONDARY-SSN>
IL> MA> NY> TX> WV>	
TIN>	NM-CTRL>
ALL-STATES>	SECONDARY-SSN>
IL> MA> NY> TX> WV>	
TIN>000-00-2246*	NM-CTRL>WILL
ALL-STATES>	SECONDARY-SSN>000-00-8812
IL> MA> NY> TX> WV>	
TIN>	NM-CTRL>
ALL-STATES>	SECONDARY-SSN>
IL> MA> NY> TX> WV>	
TIN>	NM-CTRL>
ALL-STATES>	SECONDARY-SSN>
IL> MA> NY> TX> WV>	

Pg=1 Row=22 Col= 80

POLL

Session has been established

CAP

1:53 PM

(1) Record Element Description:

**Exhibit 2.3.27-4 (Cont. 1) (07-01-2012)**  
**ECREQ5**

Element	Line	Position	Description and Validity
1	2	1–5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: 5 or P
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	38–56	LITERAL: FUNCTIONAL-AREA-CD
5	3,7,11,15,19	1–4	LITERAL: TIN
6	3,7,11,15,19	5–16	EDITED-TIN: (see note)
7	3,7,11,15,19	19–26	LITERAL: NM-CTRL
8	3,7,11,15,19	27–30	NAME-CTRL: (see note)
9	3,7,11,15,19	33–46	LITERAL: SECONDARY-SSN
10	3,7,11,15,19	47–58	EDITED-SECONDARY-SSN: (see note)
11	4, 8, 12, 16, 20	1–11	LITERAL: ALL-STATES
12	4, 8, 12, 16, 20	12	ALL-STATES-IND: (see note)
13	5,9,13,17,21	1–3	LITERAL: State abbreviation
14	5,9,13,17,21	4	INDV-STATE-IND-1: (see note)
15	5,9,13,17,21	6–8	LITERAL: State abbreviation
16	5,9,13,17,21	9	INDV-STATE-IND-2: (see note)
17	5,9,13,17,21	11–13	LITERAL: State abbreviation
18	5,9,13,17,21	14	INDV-STATE-IND-3: (see note)
19	5,9,13,17,21	16–18	LITERAL: State abbreviation
20	5,9,13,17,21	19	INDV-STATE-IND-4: (see note)
21	5,9,13,17,21	21–23	LITERAL: State abbreviation
22	5,9,13,17,21	24	INDV-STATE-IND-5: (see note)
23	5,9,13,17,21	26–28	LITERAL: State abbreviation
24	5,9,13,17,21	29	INDV-STATE-IND-6: (see note)
25	5,9,13,17,21	31–33	LITERAL: State abbreviation
26	5,9,13,17,21	34	INDV-STATE-IND-7: (see note)
27	5,9,13,17,21	36–38	LITERAL: State abbreviation
28	5,9,13,17,21	39	INDV-STATE-IND-8: (see note)
29	5,9,13,17,21	41–43	LITERAL: State abbreviation



**Exhibit 2.3.27-4 (Cont. 2) (07-01-2012)**  
**ECREQ5**

<b>Element</b>	<b>Line</b>	<b>Position</b>	<b>Description and Validity</b>
30	5,9,13,17,21	44	INDV-STATE-IND-9: (see note)
31	5,9,13,17,21	46–48	LITERAL: State abbreviation
32	5,9,13,17,21	49	INDV-STATE-IND-10: (see note)
33	5,9,13,17,21	51–53	LITERAL: State abbreviation
34	5,9,13,17,21	54	INDV-STATE-IND-11: (see note)
35	5,9,13,17,21	56–58	LITERAL: State abbreviation
36	5,9,13,17,21	49	INDV-STATE-IND-12: (see note)
37	5,9,13,17,21	61–63	LITERAL: State abbreviation
38	5,9,13,17,21	64	INDV-STATE-IND-13: (see note)
39	5,9,13,17,21	66–68	LITERAL: State abbreviation
40	5,9,13,17,21	69	INDV-STATE-IND-14: (see note)
41	24	1–37	PLEASE CORRECT INVALID DATA ON SCREEN

A request transaction with one or more invalid elements will remain on the screen with an asterisk besides an invalid element(s).

**Exhibit 2.3.27-5 (07-01-2012)**  
**ECREQM**

(1) Input Screen:

[illegible]

(2) Record Element Description:

**Exhibit 2.3.27-5 (Cont. 1) (07-01-2012)**  
**ECREQM**

Element	Line	Position	Description and Validity
1	1	1–5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: M
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	*24–33	
5	2	38–56	LITERAL: FUNCTIONAL-AREA-CD
6	2	*57	FUNCTIONAL-AREA-CD (used for routing): Values are: 0 — Collection (default value) 1 — Criminal Investigation 2 — Examination 3 — Taxpayer Services 4–9 — Reserved
7	3–22	1–4	LITERAL: TIN
8	3–22	*5–16	
9	3–22	19–26	LITERAL: NM-CTRL
10	3–22	*27–30	NAME-CTRL: vvvv
11	3–22	33–46	LITERAL: SECONDARY-SSN
12	3–22	*47–59	

\*Designates a tabbed element.

Exhibit 2.3.27-6 (07-01-2012)  
ECREQM

(1) Response Screen (Valid):

Attachmate Access

File Edit View Tools Session Options Window Help

ECREQM

RECEIVER-EMP-NUM>

FUNCTIONAL-AREA-CD>

TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

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TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

TIN> NM-CTRL> SECONDARY-SSN>

Pg=1 Row=22 Col= 79

POLL

Session has been established

1:58 PM

(2) Record Element Description:

**Exhibit 2.3.27-6 (Cont. 1) (07-01-2012)**  
**ECREQM**

<b>Element</b>	<b>Line</b>	<b>Position</b>	<b>Description and Validity</b>
1	1	1–5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: M
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	38–56	LITERAL: FUNCTIONAL-AREA-CD
5	3–22	1–4	LITERAL: TIN
6	3–22	19–26	LITERAL: NM-CTRL
7	3–22	33–46	LITERAL: SECONDARY-SSN
8	24	1–26	REQUEST COMPLETE

Exhibit 2.3.27-7 (07-01-2012)  
ECREQM

(1) Response Screen (Error):

Attachmate Access

File Edit View Tools Session Options Window Help

ECREQM

RECEIVER-EMP-NUM>FUNCTIONAL-AREA-CD>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>000-00-2246 \* NM-CTRL>WILL SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

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TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

TIN>NM-CTRL>SECONDARY-SSN>

Pg=1 Row=22 Col= 80

POLL

Session has been established

CAP

1:59 PM

(2) Record Element Description:

**Exhibit 2.3.27-7 (Cont. 1) (07-01-2012)**  
**ECREQM**

<b>Element</b>	<b>Line</b>	<b>Position</b>	<b>Description and Validity</b>
1	1	1–5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: M
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	38–56	LITERAL: FUNCTIONAL-AREA-CD
5	3–22	1–4	LITERAL: TIN
6	3–22	5–16	EDITED-TIN: (see note)
7	3–22	19–26	LITERAL: NM-CTRL
8	3–22	27–30	NAME-CTRL: (see note)
9	3–22	33–46	LITERAL: SECONDARY-SSN
10	3–22	47–58	EDITED-SECONDARY-SSN: (see note)
11	24	1–37	PLEASE CORRECT INVALID DATA ON SCREEN

A request transaction with one or more invalid elements will remain on the screen with an asterisk beside any invalid element.

**Exhibit 2.3.27-8 (07-01-2012)**  
**ECREQM**

(1) Response Screen (Error):

[illegible]

(2) Record Element Description:



**Exhibit 2.3.27-8 (Cont. 1) (07-01-2012)**  
**ECREQM**

Element	Line	Position	Description and Validity
1	1	1–5	COMMAND-CD ECREQ
2	1	6	CC-DEFINER: M
3	2	7–23	LITERAL: RECEIVER-EMP-NUM
4	2	38–56	LITERAL: FUNCTIONAL-AREA-CD
5	3–22	1–4	LITERAL: TIN
6	3–22	5–16	EDITED-TIN: (see note)
7	3–22	19–26	LITERAL: NM-CTRL
8	3–22	27–30	NAME-CTRL: (see note)
9	3–22	33–46	LITERAL: SECONDARY-SSN
10	3–22	47–58	EDITED-SECONDARY-SSN: (see note)
11	24	1–37	ERROR ON WRITE TO GENDATA-NOTIFY CSA

**Note:** A request transaction with one or more invalid elements will remain on the screen with an asterisk beside any invalid element.

