**Section 1329.APPENDIX A Form of Electronic Carrier Subscriber Information Transmittal**

MONTHLY SUBSCRIBER COUNT FILE

Storage Media: file attached to an Email or a CD-ROM

File Format: Text file or Microsoft EXCEL file

Carrier Subscriber Record File Layout

INSTRUCTIONS: This file must be 32 characters in length with a header and trailer record. The header record must have an H indicator in the first position and the carrier name in the remaining 31 positions. The trailer record must have a T in the first position and the total number of records on the file excluding the header and trailer records for 10 positions, followed by the FEIN. If using a Microsoft EXCEL file, the file records shall all be placed in one column of the file.

Each field length must be filled. Example: Subscriber count is a length of 10 and all spaces must be filled with leading zeros (e.g., 0000000999).

|  |  |  |  |
| --- | --- | --- | --- |
| Field Name | Starting Position | Length | Data Type |
| FEIN | 1 | 9 | Numeric |
| Billing Month | 10 | 4 | Numeric (YYMM) |
| US Postal Zip Code | 14 | 5 | Numeric |
| US Postal +4 Code (if available) | 19 | 4 | Numeric |
| Subscriber Count | 23 | 10 | Numeric |

SAMPLE: Below is an example of the header, trailer and field requirements.

Header:

Hcarriername

Trailer

T99999999990

This is a sample text file:

HCARRIERNAME

99999999904106270412340000000005

99999999904106270400000000000025

T0000000002999999999

Questions concerning the field requirements may be addressed to:

Illinois State Police

9-1-1 Administrative Support Command

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Springfield IL 62703

Email: 911\_Admin\_Support@isp.state.il.us

Phone: 217/785-2035