



Vendor will accept on a monthly basis a file from LDR in a mutually agreed upon format containing taxpayer address records. Vendor will process this file to perform a match against a National Change of Address (NCOA) database. Vendor will return to LDR a results file in a mutually agreed upon format containing taxpayer address changes encountered during the match process.

Vendor will provide these services for an estimated 9,469,250 taxpayer address records each month. The State will be responsible for the control, management and supervision of the services and any results achieved. The number of taxpayer address records provided by the State are an estimate of the address matches required and do not imply or commit a fixed price contract.

Sample Record Layout - Fixed Fielded File

<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>POSITIONS</u>												
Original input record	226	001 - 226												
Vendor Job Number	03	227 - 229												
Vendor Sequence Number	09	230 - 238												
eLOT® Number	04	239 - 242												
eLOT® Code	01	243 - 243												
City (Confirmed / Corrected)	15	244 - 258												
State (Confirmed / Corrected)	02	259 - 260												
ZIP Code™ (Confirmed / Corrected)	05	261 - 265												
ZIP + 4® Code	04	266 - 269												
Delivery Point Barcode	03	270 - 272												
Car-rt Code	04	273 - 276												
Zip Correction Action Code	01	277 - 277												
<table border="1"> <tr> <td>CodeKey:</td> <td>A - The ZIP Code™ was altered</td> </tr> <tr> <td></td> <td>B - No match was available and original ZIP Code™ was invalid</td> </tr> <tr> <td></td> <td>C - The original ZIP Code™ was confirmed</td> </tr> <tr> <td></td> <td>O - The original ZIP Code™ was kept because no address match was found</td> </tr> </table>			CodeKey:	A - The ZIP Code™ was altered		B - No match was available and original ZIP Code™ was invalid		C - The original ZIP Code™ was confirmed		O - The original ZIP Code™ was kept because no address match was found				
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Vendor COA Index	01	278 - 278												
<table border="1"> <tr> <td>CodeKey:</td> <td>1 - Moved, New Address Provided, Action code Equal to I, or M, or O</td> </tr> <tr> <td></td> <td>2 - Did Not Match NCOA^{Link®} Database, Action code Equal to C</td> </tr> <tr> <td></td> <td>3 - Probably Not Moved, Action code Equal to B and Return Code Equal to 4, 6, 7, 8, 9, 10, 12, 13, 17, 18, or 20</td> </tr> <tr> <td></td> <td>4 - Probably Moved, Action code Equal to B and Return Code Equal to 11, 15, or 16</td> </tr> <tr> <td></td> <td>5 - Moved, No Forwarding Address Provided, Action code Equal to F, or G, or K, or P</td> </tr> </table> <p><i>The use of these Vendor generated fields is described in detail in Vendor's NCOA^{Link®} user manual.</i></p>			CodeKey:	1 - Moved, New Address Provided, Action code Equal to I, or M, or O		2 - Did Not Match NCOA ^{Link®} Database, Action code Equal to C		3 - Probably Not Moved, Action code Equal to B and Return Code Equal to 4, 6, 7, 8, 9, 10, 12, 13, 17, 18, or 20		4 - Probably Moved, Action code Equal to B and Return Code Equal to 11, 15, or 16		5 - Moved, No Forwarding Address Provided, Action code Equal to F, or G, or K, or P		
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Address Type Code	01	279 - 279												
<table border="1"> <tr> <td>CodeKey:</td> <td>F - Firm Delivery</td> <td>S - Street Address</td> </tr> <tr> <td></td> <td>R - Rural Route or Hwy Contract</td> <td>P - PO Box</td> </tr> <tr> <td></td> <td>G - General Delivery</td> <td>Blank - No Match Determined</td> </tr> <tr> <td></td> <td>H - High Rise</td> <td></td> </tr> </table>			CodeKey:	F - Firm Delivery	S - Street Address		R - Rural Route or Hwy Contract	P - PO Box		G - General Delivery	Blank - No Match Determined		H - High Rise	
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	H - High Rise													



Attachment B – Specifications
RFx: 3000023334

Title: National Change of Address - LDR

Action Code **01** **280 - 280**

CodeKey: B - Possible Mover, See NCOA ^{Link®} Return Codes	K - No Forwarding Address
C - No Match	O - Business Move
I - Individual New Address	G - P.O. Box Closed
F - Foreign Move	P - Moved, Primary Address Unconfirmed
M - Family Move	

ADDRESS FIELDS

Street Address	50	281 - 330
Secondary Address	08	331 - 338
Secondary Address Designator (see last pg)	04	339 - 342
Urbanization	28	343 - 370
Reserved	02	371 - 372
Private Mailbox	12	373 - 384



Attachment B – Specifications

RFx: 3000023334

Title: National Change of Address - LDR

Record Layout - Fixed Fielded File (cont'd)

ADDRESS STANDARDIZATION:		
<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>POSITIONS</u>
FOOTNOTE FIELDS		
City/State Corrected ('B' = Yes / blank otherwise)	01	385 - 385
Secondary Number Missing ('H' = Yes / blank otherwise)	01	386 - 386
Delivery Address Component, add/delete/change ('L' = Yes / blank otherwise)	01	387 - 387
Street Name Spelling Changed ('M' = Yes / blank otherwise)	01	388 - 388
Delivery Address Standardized ('N' = Yes / blank otherwise)	01	389 - 389
Invalid Secondary Number ('S' = Yes / blank otherwise)	01	390 - 390
LACS Indicator ('L' = Yes / blank otherwise)	01	391 - 391
Reserved	01	392 - 392
NEW NCOA^{Link®} ADDRESS		
Street Address	50	393 - 442
Secondary Address Number	08	443 - 450
Secondary Address Designator (see last pg)	04	451 - 454
New Urbanization	28	455 - 482
Reserved	14	483 - 496
eLOT[®] Number	04	497 - 500
eLOT[®] Code	01	501 - 501
Reserved	03	502 - 504
New city name**	13	505 - 517
Reserved	02	518 - 519
New state (Abbreviated)	02	520 - 521
New ZIP CodeTM	05	522 - 526
New ZIP + 4[®]	04	527 - 530
New Delivery Point Barcode	03	531 - 533
New Corrected Carrier Route Code	04	534 - 537
Effective date of move (YYYYMM)	06	538 - 543
Type of Move	01	544 - 544
	CodeKey:	I - Individual Match Logic Used
		F - Family Match Logic Used
		B - Business Match Logic Used
NCOA^{Link®} Return Code (see next pg)	02	545 - 546
Name Used For Match (Business or individual, only present onmatch)	40	547 - 586



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Title: National Change of Address - LDR

Reserved

10

587 - 596

*** The Postal Service only provides a 13 character city field which may represent a standardized abbreviated version.*



NCOALINK RETURN CODE DESCRIPTIONS

FORWARDABLE MOVERS

A - COA MATCH

91 - COA MATCH - SECONDARY NUMBER DROPPED FROM COA

92 - COA MATCH - SECONDARY NUMBER DROPPED FROM INPUT

NON-FORWARDABLE MOVERS

1 - COA MATCH - FOREIGN MOVE

2 - COA MATCH - MOVE LEFT NO ADDRESS

3 - COA MATCH - PO BOX CLOSED NO FORWARDING ADDRESS

05 - COA MATCH - A NEW ADDRESS CAN NOT BE PROVIDED

14 - COA MATCH - NEW ADDRESS WOULD NOT CONVERT

19 - FOUND COA - NEW ADDRESS NOT ZIP+4 OR DPV CONFIRM

POSSIBLE MOVERS

04 - CANNOT MATCH COA - STREET ADDRESS WITH SECONDARY

6 - CANNOT MATCH COA - MIDDLE NAME CONFLICT

7 - CANNOT MATCH COA - GENDER CONFLICT

8 - CANNOT MATCH COA - CONFLICTING INSTRUCTIONS

9 - CANNOT MATCH COA - HIGHRISE DEFAULT

10 - CANNOT MATCH COA - RURAL DEFAULT

11 - CANNOT MATCH COA - INSUFFICIENT COA NAME

12 - CANNOT MATCH COA - MIDDLE NAME TEST FAILED

13 - CANNOT MATCH COA - GENDER TEST FAILED

15 - CANNOT MATCH COA - INDIVIDUAL NAME INSUFFICIENT

16 - CANNOT MATCH COA - SECONDARY NUMBER DISCREPANCY

17 - CANNOT MATCH COA - OTHER INSUFFICIENT NAME

18 - CANNOT MATCH COA - GENERAL DELIVERY

20 - CANNOT MATCH COA - CONFLICTING DIRECTIONS

MISCELLANEOUS

00 - NO COA MATCH

66 - DAILY DELETE



Attachment B – Specifications

RFx: 3000017432

NCOA - LDR

Record Layout - Fixed Fielded File (cont'd)

LACSLink®:

<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>POSITIONS</u>
LACSLink® Action Code (C-No Match, W-New LACS Address Provided)	01	597 - 597
NEW LACSLink® ADDRESS		
Street Address	50	598 - 647
Secondary Address Number	08	648 - 655
Secondary Address Designator (see last pg)	04	656 - 659
Urbanization	28	660 - 687
Reserved	14	688 - 701
eLOT® Number	04	702 - 705
eLOT® Code	01	706 - 706
Reserved	03	707 - 709
New city name*	13	710 - 722
Reserved	02	723 - 724
New state (Abbreviated)	02	725 - 726
New ZIP® code	05	727 - 731
New ZIP + 4®	04	732 - 735
New Delivery Point Barcode	03	736 - 738
LACSLink® Corrected Carrier Route Code	04	739 - 742
Reserved	06	743 - 748
LACSLink® Return Code	02	749 - 750

	CodeKey:	
	A	LACSLink® Record Match
	00	No Match
	09	No Match. Highrise Default
	14	Found LACSLink®; New Address would not convert at Run Time
	92	LACSLink® Record Found: Secondary Number Dropped from Input Address

Reserved 21 751 - 771

* The Postal Service only provides a 13 character city field which may represent a standardized abbreviated version.



Attachment B – Specifications

RFx: 3000017432

NCOA - LDR

Record Layout - Fixed Fielded File (cont'd)

<u>DPV® / DSF2® / eLOT®</u> <u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>LENGTH</u>	<u>POSITIONS</u>
DPV:			
Matched to ZIP + 4® Record	'AA'	2	772 - 773
Non-match to ZIP + 4®	'A1'	2	774 - 775
Alias Street Name Matched to Base Street Name	'A2'	2	776 - 777
Matched to Alternate Record	'A3'	2	778 - 779
Matched to Small Town Default	'A4'	2	780 - 781
Matched to Unique Zip Default	'A5'	2	782 - 783
Matched to an HDA Record	'A6'	2	784 - 785
Address Rejected due to EWS	'A7'	2	786 - 787
Reserved		2	788 - 789
No DPV® Match on Any Components	'B1'	2	790 - 791
Reserved		2	792 - 793
Corrected City Name and/or State Info	'D'	1	794 - 794
Input City Name was Non-mailing, and was corrected	'D1'	2	795 - 796
Corrected Primary Address	'E'	1	797 - 797
Corrected Primary Address Component	'E1'	2	798 - 799
Corrected Primary Street Name	'E2'	2	800 - 801
Primary Address Standardized	'E3'	2	802 - 803
Corrected Secondary Address Data	'F'	1	804 - 804
Out of Range Alias Match	'G4'	2	805 - 806
ZIP Code™ Changed	'H'	1	807 - 807
ZIP Code™ Added	'H1'	2	808 - 809
Failed to Match Last Line of Address	'J'	1	810 - 810
Multiple-match in Primary Address Field	'K'	1	811 - 811
Multiple-match due to Missing or Incorrect Directionals	'K1'	2	812 - 813
Multiple-match due to Missing or Incorrect Suffix	'K2'	2	814 - 815
Multiple-match in Secondary Address Field	'L'	1	816 - 816
Missing Street Number	'M1'	2	817 - 818
Address Not Found	'M2'	2	819 - 820
No Such Primary Number	'M3'	2	821 - 822
Firm Name Not Matched	'M4'	2	823 - 824
Reserved		2	825 - 826
Secondary Number Not Found	'N2'	2	827 - 828
Missing RR/HC Box Number	'P1'	2	829 - 830
RR/HC Box Number Not Found	'P2'	2	831 - 832
Missing PO Box Number	'Q1'	2	833 - 834
PO Box Number Not Found	'Q2'	2	835 - 836
DPV-CMRA Match	'RR'	2	837 - 838
DPV-CMRA, No Secondary Match	'R1'	2	839 - 840
ZIPMOVE Match	'Z0'	2	841 - 842
ZIPMOVE Non-match due to Component Change	'Z1'	2	843 - 844



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ZIPMOVE Non-match due to Invalid New ZIP + 4®	'Z2'	2	845 - 846
DPV® Match Code (Y = DPV® Match)	'Y'	1	847 - 847
Invalid RR/ HC/ PO BOX Number	'P3'	2	848 - 849

Record Layout - Fixed Fielded File (cont'd)

FIELD DESCRIPTION **CODE** **LENGTH** **POSITIONS**

DPV: (continued)

Z4 Match Flag 1 850 - 850

Match Flag:	1 - Match Assisted by Input ZIP + 4®
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DPV® Match Footnote 2 851 - 852

Footnote:	BB	- Match to DPV® on all components
	CC	- Match to DPV® File. Secondary Addr present but not used
	NI	- Match to DPV® File. Address is missing Secondary Addr Component
	F1	- Match to DPV® File. Military Address
	G1	- Match to DPV® File. General Delivery
	U1	- Match to DPV® File. Unique ZIP Code™

SuiteLink® 2 853 - 854

Footnote:	A	- Match to SuiteLink®
	00 or Blank	- No Match to SuiteLink®

NCOALink® Confirmation Flag 1 855 - 855

('T' = NCOALink® Record that did not DPV® Confirm)

Suite Number Appended from ZIP + 4® Match 'Y' 1 856 - 856

DSF:

DSF²® Residential Flag 'Y' 1 857 - 857

DSF²® Business Flag 'Y' 1 858 - 858

DSF²® Drop Flag 'Y' 1 859 - 859

DSF²® Drop Count 6 860 - 865

DSF²® Throwback Flag 'Y' 1 866 - 866

DSF²® Seasonal Flag 'Y' 1 867 - 867

DSF²® Vacant Flag 'Y' 1 868 - 868

1 869 - 869

DSF²® Delivery Type Code

CodeKey:	1	- Curb	2	- NDCBU	3	- Central	4	- Doorslot
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DSF²® LACS Flag 'Y' 1 870 - 870

DSF²® No-Stats-Available Flag 'Y' 1 871 - 871

Vendor Deliverability Index Score 2 872 - 873

Index Score:	1	- Footnote 'BB', 'CC', 'NI', 'F1', 'G1', or 'U1' matched (as well as 'AA').
	1V	- Footnote 'BB', 'CC', 'NI', 'F1', 'G1', or 'U1' matched (as well as 'AA'), but Vacant.
	1S	- Footnote 'BB', 'CC', 'NI', 'F1', 'G1', or 'U1' matched (as well as 'AA'), but Seasonal. For DSF ² ® only.
	1R	- Footnote 'BB', 'CC', 'NI', 'F1', 'G1', or 'U1' matched (as well as 'AA', 'RR', 'R1'). Address is CMRA.
	2	- Footnote 'AA' matched (but ZIP + 4® Not Assigned).
	3	- Footnote 'A1', and possibly footnotes not represented within criteria for scores '4' or '5'.



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4	- Footnote 'A1', as well as one of footnotes 'K1', 'K2'.	
5	- Footnote 'A1', as well as one of footnotes 'J', 'K', 'M1', 'M2', 'Q1', 'Q2', 'Z1', 'Z2'.	



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Record Layout - Fixed Fielded File (cont'd)

<u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>LENGTH</u>	<u>POSITIONS</u>
DPV: (continued)			
DSF^{2®} Delivery Type Summary Code		2	874 - 875
Summary Code:	A	- Residential Delivery Curb	
	AV	- Residential Delivery Curb - Vacant	
	B	- Residential Delivery NDCBU	
	BV	- Residential Delivery NDCBU - Vacant	
	C	- Residential Delivery Central	
	CV	- Residential Delivery Central - Vacant	
	D	- Residential Delivery Doorslot	
	DV	- Residential Delivery Doorslot - Vacant	
	I	- Business Delivery Curb	
	IV	- Business Delivery Curb - Vacant	
	J	- Business Delivery NDCBU	
	JV	- Business Delivery NDCBU - Vacant	
	K	- Business Delivery Central	
	KV	- Business Delivery Central - Vacant	
	L	- Business Delivery Doorslot	
	LV	- Business Delivery Doorslot - Vacant	
	M	- Business Delivery Unknown Delivery Type	
	MV	- Business Delivery Unknown Delivery Type - Vacant	
	Q	- Educational Delivery Curb	
	QV	- Educational Delivery Curb - Vacant	
	R	- Educational Delivery NDCBU	
	RV	- Educational Delivery NDCBU - Vacant	
	S	- Educational Delivery Central	
	SV	- Educational Delivery Central - Vacant	
	T	- Educational Delivery Doorslot	
	TV	- Educational Delivery Doorslot - Vacant	
	U	- Educational Delivery Unknown Delivery Type	
	UV	- Educational Delivery Unknown Delivery Type - Vacant	
DSF^{2®} Educational Flag	'Y'		876 - 876
Reserved			877 - 883
DSF^{2®} Pseudo Delivery Sequence Number			884 - 887
Reserved (Was Address Unit Type)			888 - 888



<u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>LENGTH</u>	<u>POSITIONS</u>
ZIP+4 Related:			
Record Type Code		1	889 - 889
CodeKey:	S - Street F - Firm H - Highrise P - PO Box G - General Delivery R - Rural Route or Highway Contract		
County Code		3	890 - 892
Congressional District Number		2	893 - 894

Sample Record Layout - Fixed Fielded File (cont'd)

<u>FINAL ADDRESS:</u> <u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>POSITIONS</u>
Full Address	50	895 - 944
House Number	10	945 - 954
PreDirection	2	955 - 956
Street Name	28	957 - 984
Street Suffix	4	985 - 988
PostDirection	2	989 - 990
Secondary Address Designator (see last pg)	4	991 - 994
Secondary Address Value	8	995 - 1002
PO Box Description	6	1003 - 1008
PO Number	10	1009 - 1018
RR/HC Number	10	1019 - 1028
RR/HC Box	10	1029 - 1038
City	13	1039 - 1051
State	2	1052 - 1053
Zip Code™	5	1054 - 1058
Zip + 4® Code	4	1059 - 1062
Delivery Point Barcode	3	1063 - 1065
Carrier Route	4	1066 - 1069
eLOT® Number	4	1070 - 1073
eLOT® Code	1	1074 - 1074
Urbanization	28	1075 - 1102
Private Mailbox Number	12	1103 - 1114
Reserved	1	1115 - 1115
Reserved	9	1116 - 1124
Secondary Address Indicator*	1	1125 - 1125

* If set to 'X', to avoid truncation of the Secondary Address, the Secondary Address has not been appended to the Full Address field. In this case, the Secondary Address can be obtained from the Secondary Address Designator, and Secondary Address Value fields. This flag will also be set to 'X' if



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both a Secondary Address and Private Mailbox Number could not be appended to the Full Address field. In cases where only the PMB could not be applied to the Full Address, this flag will be set to 'P'.

SECONDARY ADDRESS DESIGNATOR DESCRIPTIONS

<u>Abbreviation</u>	<u>Descriptor</u>	<u>Abbreviation</u>	<u>Descriptor</u>
APT	Apartment	PIER	Pier
BSMT	Basement	REAR	Rear
BLDG	Building	RM	Room
DEPT	Department	SIDE	Side
FL	Floor	SLIP	Slip
FRNT	Front	STOP	Stop
HNGR	Hanger	STE	Suite
LBBY	Lobby	TRLR	Trailer
LOT	Lot	UNIT	Unit
LOWR	Lower	#	Unknown
OFC	Office	UPPR	Upper
PH	Penthouse		