



Annual Reporting Record Layout

You must use the following layout to transmit your annual report via secure file upload on our website. Submission of address information for each member is preferred but not required. Please include address information if possible. Files must be in electronic data file format and file names can only include one period followed by the “txt” file extension (e.g., .txt).

Field No.	Field Name	Description	Start Location	Field Length	Format	Valid Values
1	Employer ID	Four-character employer number (the first digit for city school districts is the letter C).	1	4	Alphanumeric	STRS Ohio employer number
2	Taxed Member Contribution (Regular)	Regular, taxed member contributions — Does not include tax-deferred or "picked-up" contributions.	5	8	99999999	Numeric, no commas, 2 assumed decimals
3	Report Fiscal Year	First year of fiscal year. Report 2023–2024 as 2023.	13	4	CCYY	Numeric
4	Service Credit	Service credit. Do not leave blank — enter 100, 067, 001, etc. For reemployed retirees, enter 000.	17	3	999	Numeric, 2 assumed decimals
5	Membership Type Code	Member type — The letter R for reemployed retirees, otherwise blank.	20	1	Alphanumeric	Space=active member, R=reemployed retiree
6	Social Security Number	Social Security number of member.	21	9	999999999	Numeric
7	Name of Employee	Employee name — Last first middle. No punctuation except dash [-].	30	30	Alphanumeric	
8	Tax-deferred Member Contribution (Pickup)	Tax-deferred member contributions (employer pickup).	60	8	99999999	Numeric, no commas, 2 assumed decimals
9	Delivery Address Line 1	Address line 1 — All capital letters. No punctuation except comma [,], dash [-], period [.] or pound sign [#].	68	40	Alphanumeric	
10	Delivery Address Line 2	Address line 2 — All capital letters. No punctuation except comma [,], dash [-], period [.] or pound sign [#].	108	40	Alphanumeric	
11	Delivery Address Line 3	Address line 3 — All capital letters. No punctuation except comma [,], dash [-], period [.] or pound sign [#].	148	40	Alphanumeric	
12	City Name	City name — All capital letters. No punctuation except dash [-].	188	20	Alphanumeric	
13	State Code	United States Postal Service (USPS) abbreviation for state — All capital letters.	208	2	Alphanumeric	USPS assigned state codes, **=Foreign address
14	ZIP Code	ZIP code (basic 5 digits).	210	5	99999	Numeric
15	ZIP Code Suffix	Extended ZIP code.	215	4	9999	Numeric
16	ZIP Code Delivery Point	Delivery point ZIP code.	219	2	99	Numeric
17	Accrued Contribution Amount	Contributions on fiscal year earnings that will not be paid until after July 1.	221	8	99999999	Numeric, no commas, 2 assumed decimals
18	Email Address	Employee's email address.	229	50	Alphanumeric	Letters, numbers, special characters @ . _ % + -
19	Phone Number	Employee's phone number.	279	10	9999999999	Numeric, no dashes
20	Phone Number Type	Indicate cell phone or home phone.	289	1	Alphanumeric	C=cell phone, H=home phone
21	Reserved	Space reserved for future use (optional field).	290	61	Alphanumeric	