

Appendix A: Instructions for Preparing an External Magnetic Media Label

Prepare a label similar to the one shown below to identify each CD, cartridge, or diskette being submitted to DRS. Include the following information:

1. **Type of Filing** – Indicate if the file is original or replacement.
2. **Calendar Year** – Enter the calendar year for which the file is prepared. Only one year may be reported per file.
3. **Transmitter Name** – Enter the name of the organization transmitting this file. The entry should be the same organization recorded on the Transmitter record (T Record) of this file.
4. **FEIN** – Enter the nine-digit Federal Employer Identification Number (FEIN) of the organization transmitting the file. The FEIN on the label should be the same as the FEIN recorded on the Transmitter record (T Record) of the file.
5. **No. of Payers** – Enter the number of payers (A Records) on the file.
6. **No. of Payees** – Enter the number of payees (B Records) on the file.
7. **Record Length** – The only acceptable record length is 750.
8. **Volume** - For multiple volume file, enter the sequence of each and the total number of diskettes for the file. (For example, Volume 1 of a two volume file would indicate VOL. 1 of 2; Volume 2 would indicate VOL. 2 of 2.)
9. **Contact Information** – Enter the name and phone number of the person to contact about this magnetic media.

Example:

1098, 1099's, and W-2G Media Label		
1. Type of filing <input type="checkbox"/> Original <input type="checkbox"/> Replacement	2. Calendar Year 	
3. Transmitter Name 		
4. FEIN 	5. No. of Payers 	6. No. of Payees
7. Return type <input type="checkbox"/> 1098 <input type="checkbox"/> 1099-MISC <input type="checkbox"/> 1099-R <input type="checkbox"/> 1099-S <input type="checkbox"/> W-2G	8. Volume Vol. ____ of ____	
9. Contact Name 		Contact Phone