

TOPS PAYMENT REQUEST - TRANSMISSION USING SSN

FROM	TO	LENGTH	DECIMAL SPACES	TYPE	FIELD NAME	FIELD DESCRIPTION	EXAMPLE	COMMENTS
1	9	9	0	NUMERIC	SSNNBR	SOCIAL SECURITY NUMBER	012345678	Include leading zeroes
10	18	9	0	NUMERIC	COLLEGECD9	INSTITUTION CODE	002010000	Include leading and trailing zeroes
19	24	6		ALPHA	TERM6	TERM OF PAYMENT BEING REQUESTED	1S2014	
25	30	6	2	NUMERIC	TUITPD	TUITION AMOUNT REQUESTED	150000	Include leading zeroes
31	36	6	2	NUMERIC	STIPPD	STIPEND AMOUNT REQUESTED	040000	Include leading zeroes
37	42	6	2	NUMERIC	NATGRDPD	NATIONAL GUARD AMOUNT REQUESTED	030000	Include leading zeroes
43	50	8	0	NUMERIC	PROCESDST	PROCESSED DATE (CCYYMMDD)	20140101	
51	51	1		ALPHA	PRGTYPE	PROGRAM TYPE	A	See PROGRAM TYPE in Field Value Definitions
52	53	2		ALPHA	ACADSTAND	ACADEMIC STANDING	00	See ACADEMIC STANDING -TOPS PMT REQ in Field Value Definitions
54	59	6		ALPHA	FILLERA	ALL ZEROES	000000	Include zeroes
60	65	6		ALPHA	FILLERB	ALL ZEROES	000000	Include zeroes
66	71	6		ALPHA	FILLERC	ALL ZEROES	000000	Include zeroes
72	77	6		ALPHA	FILLERD	ALL ZEROES	000000	Include zeroes
78	83	6	0	NUMERIC	CIPCODE	CLASSIFICATION OF INSTRUCTIONAL PGM	001105	See CIP Code in Field Value Definitions
84	85	2		ALPHA	DEGLVLCD	DEGREE LEVEL CODE	20	See Degree Level Code in Field Value Definitions
86	87	2	0	NUMERIC	INCRMKEY	INCREMENT KEY	00	See Increment Key in Field Value Definitions

PLEASE INCLUDE A VALUE OR BLANK IN EVERY SPACE EVEN IF THE FIELD IS NOT USED IN CURRENT PROCESSING

[Click here for a list of Field Value Definitions.](#)