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| Specification | SOFTWARE DEVELOPERS | Febuary 2019 | UNCLASSIFIED | | |
| format | Audience | Date | Classification | | |
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| ATO_inline | | | |  |  |

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| Electronic reporting specification  Private health insurance report version 3.0.1 | |
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| attention_pms | direction_pms |
| UNCLASSIFIED | For further information or questions, call **1800 072 681** |

**CHANGES IN THIS VERSION OF THE SPECIFICATION**

**Differences between version 3.0.0 and 3.0.1**

**General key changes**

* General wording changes for consistency and to update and clarify information and processes.

**Significant changes**

* The following sections have been updated to reflect the changes in when funds are required to issue statements to members
  + Definitions section
  + Section 2 Legal requirements
  + Section 9 Amendment files.

**Changes to definitions**

* Informational changes to definitions Policy membership number (6.54), Your premiums eligible for Australian Government rebate (6.83) and Individual MLS record start date (6.86).

**ACRONYMS**

|  |  |
| --- | --- |
| **Acronym** | **Expanded** |
| ABN | Australian business number |
| ATO | Australian Taxation Office |
| Human Services | Australian Government Department of Human Services (Medicare) |
| LHCL | lifetime health cover loading |
| MLS | Medicare levy surcharge |
| PHIIB | private health insurance incentive beneficiary |
| PHIR | private health insurance rebate |

**DEFINITIONS**

|  |  |
| --- | --- |
| **Common term** | **Description** |
| Amended File | The amended data file can be populated with data record details that relate to only those policies that need to be updated, added or cancelled.  The amendment data file would contain:   * + data record details that have been updated, and/or   + data record details that have been added, and/or   + data record details that have been cancelled.   This type of amended file is referred to as a delta. |
| Benefit code | The benefit code indicates which (maximum) age based rebate percentage is applicable and when in the financial year the associated premium amount was paid.  **NOTE**: The actual percentage applied, if any, is determined by the Australian Taxation Office (ATO), with reference to, among other things, the benefit code returned and the income tier applicable to the PHIIB. |
| Complying health insurance policy | See section 63-10 of the *Private Health Insurance Act 2007*.  A complying health insurance policy is an insurance policy that meets:  (a)  the community rating requirements in Division 66; and  (b)  the coverage requirements in Division 69; and  (c)  if the policy \*covers \*hospital treatment—the benefit requirements in Division 72; and  (d)  the waiting period requirements in Division 75; and  (e)  the portability requirements in Division 78; and  (f)  the quality assurance requirements in Division 81; and  (g)  any requirements set out in the Private Health Insurance (Complying Product) Rules for the purposes of this paragraph. |
| Entitling person | The entitling person will be the oldest person insured under the policy. However, if the oldest person insured under the policy ceases to be insured, that person will still be the entitling person unless another adult, who was not insured under the policy at the time the entitling person ceased to be insured under it, becomes insured under the policy. |
| Fund | Private health insurance fund. |
| Income | Income for surcharge purposes. |
| Private health insurance incentives | The term used to describe the two methods by which the Government contributes to the cost of the premium, thereby reducing the net cost of the policy:   * premium reduction, and/or * tax offset.   **NOTE**: The Government ceased the Medicare Service Centre rebate payment option from 1 July 2013. |
| Private health insurance rebate | The private health insurance rebate (PHIR) is a percentage of the premiums eligible for Australian Government rebate, that have been paid to a registered health insurer in a given financial year, for a complying health insurance policy.  The percentage of the premiums eligible for Australian Government rebate that the private health insurance incentive beneficiary (PHIIB) will be entitled to, is generally determined by the age of the oldest person covered by the policy and by the income tier applicable to the relevant PHIIB. If there is more than 1 PHIIB in relation to a particular premium amount, any PHIR entitlement is shared equally.  **NOTE**: Any lifetime health cover loading (LHCL) included in a premium amount, paid after 30 June 2013, that relates to cover after 30 June 2013, is not included in the Premium amount eligible for Australian Government rebate. Further, from 1 April 2014, all rebate percentages are adjusted on 1 April each year by the Rebate Adjustment Factor. |
| Private health insurance incentive beneficiary | In relation to a premium amount paid, a PHIIB:   * is each adult, insured under the complying health insurance policy, on the day the premium or amount was received by the fund, or * in the case of a dependent child only policy:   + will be the parents of the child/ren insured under the policy provided the parents are married (within the meaning of the *A New Tax System (Medicare Levy Surcharge-Fringe Benefits) Act 1999* includes defacto relationship) at the end of the relevant financial year; otherwise   + will be the payer of the premium, provided that person is not a dependent child. |
| Private patient hospital cover | For MLS purposes, a person is covered by an insurance policy that provides private patient hospital cover if:  the policy is a complying health insurance policy (within the meaning of the *Private Health Insurance Act 2007*) that covers hospital treatment (within the meaning of that Act); and  (b)  any excess payable in respect of benefits under the policy is no more than the applicable amount set out in section 45‑1\* of that Act in any 12 month period.  \* At the time of publication of this specification, the excess limits per section 45-1 were:  $750 in any 12 month period, in relation to a policy under which only one person is insured; and  (b)  $1,500 in any 12 month period, in relation to any other policy.  See section 4 of *A New Tax System (Medicare Levy Surcharge—Fringe Benefits) Act 1999*: |
| Premium amount eligible for Australian Government rebate | That part of the premium to which the private health insurance rebate is applicable.  The premium amount eligible for Australian Government rebate is the sum of all premium amounts paid to the health fund, including premium reduction amount within the relevant financial year, but excludes any LHCL that relates to cover for any period post 30 June 2013.  Different benefit codes are applicable, depending on the age of the entitling person during the cover period and when in the financial year amounts are paid. It may be necessary to split premium amounts eligible for Australian Government rebate into pre and post 1 April payments and apportion if more than one benefit code is applicable. |
| Premium reduction | The dollar amount of premium reduction paid by the Australian Government Department of Human Services (Medicare) directly to the health fund in respect of the premium amount eligible for Australian Government rebate paid during the year.  A premium reduction reduces the net cost of the policy to the payer and is claimed via the Premium Reduction Scheme. |
| Replacement File | The amendment data file can be populated with data records that relate to all policies that were reported in the most recent successfully lodged data file (either the original or the most recently amended data file) for that financial year, regardless of whether policy details have changed or not.  The amendment data file would contain:   * + data record details that have not changed, and   + data record details that have changed, and   + data record details that were not previously reported at all for that financial year, but should have been. Refer to Cancellations for exceptions |
| Responsible person | In relation to a dependent child only policy, a responsible person is the person to whom the health fund refers matters concerning the policy. |
| Supplier | The organisation sending the data to the ATO. The supplier may be the Fund itself or a third party lodging the data file on behalf of the Fund. |

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1 Introduction

About private health insurance reports

Private health insurance funds lodge their annual reports directly to the Australian Taxation Office (ATO). A report provides information about members with complying health insurance policies, and contains:

* the details of the health fund that issued the complying health insurance policies,
* the identity of any relevant private health insurance incentive beneficiaries (PHIIBs),
* the details of any dependants covered by the policies,
* the details of the type and period of health insurance cover, and
* the details of the contributions.

**Who should use this specification**

This specification is to be used in the development of software for electronic lodgment of the Private health insurance reportfor the 2019 and subsequent financial years.

This specification is to be used by:

* commercial software developers,
* Private health insurance funds developing software in-house, and
* service providers developing software in-house.

This specification is to be used for a Private health insurance report lodged online through the ATO Business Portal.

This specification is also to be used in conjunction with the relevant version of the electronic specification for *Private health insurance statement* and the Private health insurance reportcompanion guide,which provides additional information regarding private health insurance reporting.

attention_pms This specification is not intended to, nor does it provide a guide to the relevant legislation.

2 Legal requirements

Reporting obligations

Private health insurers report information directly to the ATO pursuant to notices issued under section 264BB of the *Income Tax Assessment Act 1936* (ITAA 1936).

Section 264BB of the ITAA1936allows the Commissioner of Taxation (Commissioner) to require private health insurers to provide information so that the Commissioner can support the on line pre fill of individual income tax returns for assessment and to ensure taxpayers claiming the private health insurance tax offset in fact hold private health insurance. Generally, a notice issued under section 264BB will request a health fund to provide their original private health insurance information to the Commissioner no later than 15 July.

In consideration of income testing the private health insurance rebate, reporting accurate data in relation to a particular year takes on a greater significance. Therefore, the ATO requires amendment data to be reported in relevant circumstances and subject to a cyclical schedule.

attention_pms Refer to section [9 Amendment files](#Amendments) for amendment information and the Private health insurance report companion guide for examples.

The due dates for amendment reports are likely to be consistent with the following schedule:

* for the first provision of amendment data - within the first 8 days of the first October that is subsequent to the original report being lodged
* for the second provision of amendment data – within the first 8 days of the first April that is subsequent to the original report being lodged
* for the third provision of amendment data – within the first 8 days of the second October that is subsequent to the original report being lodged
* for the fourth provision of amendment data – within the first 8 days of the second April that is subsequent to the original report being lodged.

For example, if an original report was lodged on 15 July 2019, the following dates could be specified in a 264BB notice as the due dates for the lodgement of amendment reports:

* 8 October 2019 for the first provision of amendment data
* 7 April 2020 for the second provision of amendment data
* 7 October 2020 for the third provision of amendment data
* 7 April 2021 for the fourth provision of amendment data.

Retention of information

A copy of the data file provided to the ATO must be able to be regenerated on request by the ATO, where a problem has been encountered in processing of the information.

Privacy

The *Privacy Act 1988* limits the collection, storage, use and disclosure of personal information about individuals by the ATO, other Commonwealth Government departments and agencies.

New private sector provisions in the Privacy Act also regulate the way many private sector organisations collect, use, secure and disclose personal information. The private sector provisions aim to give people greater control over the way information about them is handled in the private sector by requiring organisations to comply with ten national privacy principles. These principles give individuals the right to know what information an organisation holds about them and a right to correct that information if it is wrong.

The Privacy Commissioner’s *Guidelines to the Australian Privacy Principles* and other relevant information sheets are available at [www.oaic.gov.au](http://www.oaic.gov.au).

It is the responsibility of private sector organisations to obtain their own advice on the effect of privacy law, including the Australian Privacy Principles on their operations.

3 Reporting procedures

Reporting for the first time

Software developers developing reporting software for the electronic generation of Private health insurance reportsshould refer to this specification when developing their application. Information is also available on the Software developers homepage website at [**http://softwaredevelopers.ato.gov.au**](http://softwaredevelopers.ato.gov.au/).

The Software developers homepage website is maintained by the ATO on behalf of, and in consultation with, the software development industry and business advisers. It facilitates the development and listing of software which may assist businesses to meet their tax obligations.

Commercial software developers are required to register on the Software developers homepage website if they wish to list their products. Developers who do not wish to list products do not need to register in order to access information. Subscribing for email updates is recommended so software developers can be notified of significant issues and new and updated specifications.

Test Facility

A test facility is provided to software developers to self test the contents of test files. It is accessed using a user ID and password.

The test facility supports testing of files that comply with the latest versions of electronic reporting specifications. It cannot be used to make lodgments to the ATO.

The same validation process will be applied to files checked in the test facility and files that will be lodged via the ATO portals.

To test a file:

1. Prepare the files using software developed in accordance with the published reporting specifications.
2. Log in to the test facility using the user ID and password.
3. Select ‘Send data’ located in the left hand menu.
4. Select ‘Browse’ to locate the file and then select ‘OK’.
5. Select ‘Send’ to submit the file to the ATO, where it will be checked for format compatibility and data quality.
6. Select ‘Transaction history’ to confirm the file has been uploaded. This can be done while the file is being validated for errors and warnings.
7. When the validation is complete select ‘Download’ from the Transaction history screen to download the validation report confirming the data is in a valid format or detailing any errors found.

**Accessing the test facility**

To obtain a user ID and password for the test facility, complete the File transfer test facility registration form at [**http://softwaredevelopers.ato.gov.au/bulktest**](http://softwaredevelopers.ato.gov.au/bulktest). The test facility can be accessed from the same location.

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| For support in the use of the test facility, including password reset:   * email [**ATOBulkDataTransfer@ato.gov.au**](mailto:ATOBulkDataTransfer@ato.gov.au), or * phone **(02) 6216 4004** between 8.30am and 4.30pm, Monday to Friday AEDST. |

**Reporting via the internet**

Suppliers are able to test and lodge electronic Private health insurance report files via the Business Portal (Portal) when a data file has been prepared and stored locally.

On screen confirmation will be provided once the file has been sent. The ATO will perform data quality and format compatibility checks after the data file is sent. If the user selects the email acknowledgement option in the Lodge file process an email will be provided confirming the files have been successfully lodged with the ATO. A validation report will be available in the portal to advise if the report was successfully validated or if there are any problems.

attention_pms For more information about Portal file transfer go to [**www.ato.gov.au/onlineservices**](http://www.ato.gov.au/onlineservices).

The security features of the portals address the most commonly held concerns over internet-based electronic dealings, namely:

* authentication (the sender is who they say they are)
* confidentiality (the communication can only be read by the intended recipient)
* integrity (the transmission cannot be altered without detection while in transit), and
* non-repudiation (the sender cannot later deny the transmission and content).

**Getting started**

Access to the portals requires:

* an ABN – apply online at [[**www.abr.gov.au**](https://abr.gov.au/)](http://atowss/sites/SWS/MDT/ERS%20Document%20Library/Project%20Library/Third%20Party%20Data/PHIR/7.%20USM/Future%20Version/Drafts/20130211%20Draft%20USM%20post%20BUS%20review%201.doc), and
* an AUSkey – register online at [**www.auskey.abr.gov.au**](http://www.auskey.abr.gov.au)**.**

AUSkey is an online security credential used to protect the client’s security and privacy when using ATO online services.

Every person associated with the business who wants to deal with the ATO online on behalf of that ABN will need an AUSkey. Users can have full or limited access to information, which can be changed anytime by using Access Manager in the portal.

The portals can be accessed from the Online services box in the right hand menu of the ATO website at [**www.ato.gov.au**](http://www.ato.gov.au).

**Backup of data**

It is the responsibility of the supplier to keep backups of data supplied to the ATO, so that data can be re-supplied if necessary. It is the responsibility of the fund to keep effective records as part of their reporting obligations.

4 Data file format

File content

Each file (dataset) must contain the three *Supplier data records* (pages 15-16) that identify, amongst other things, the type of report and the contact name and address of the supplier of the report.

The *Supplier data records* must be the first three records on each file. The *Supplier data records* must be reported once only and must be followed directly by the *Reporting entity data* *record*.

The *Reporting entity data* *record* (page 17) must appear as the fourth record on the data file and is to be followed by the individual data records for that fund.

For each individual, data is to be reported in the following order:

The *Individual identity data record* (page 19).

The *Individual statement data record* (if any) (page 20); and/or

The *Individual MLS data record* (if any) (page 20).

The *File total data record* (page 20) must be the last record on the data file to indicate the end of the data. It contains the total number of records in the data file.

attention_pms Only one *File total data record* must be present on each data file.

Sort order of the Report Data file

The sort order of the report data file must be as follows:

* the three *Supplier data records*,
* then the *Reporting entity data record*,

Followed by the records for each individual per policy, in the order of:

* the *Individual identity data record* for the individual
* then the *Individual statement data record(s*) if any, associated with that *Individual identity data record,* **and/or**
* the *Individual MLS data record(s)* if any, associated with that *Individual identity data record,*

attention_pms Each *Individual identity data record* must be immediately followed by **at least one** **associated** *Individual statement data record* and/or *Individual MLS data record* for the individual reported in the *Individual identity data record*.

* then the *File total data record* must be placed at the end of the file.

Sample file structure diagram

Example 1

Displaying logical order of policy individual data records in the data file.

Policy 1 contains 2 adults (PHIIB’s) and 2 dependents.

Policy 2 contains 1 adult (PHIIB) and 1 dependent.

Policy 3 contains 1 adult (PHIIB).

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| Key for **example scenarios**:   * 1. Record must occur once and only once   0-m Record may occur zero, one or many times  1-m Record occurs once but may occur many times |

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| --- |
| Supplier data record 1 (1-1) |
| Supplier data record 2 (1-1) |
| Supplier data record 3 (1-1) |

|  |
| --- |
| Reporting entity data record (1-1) |

|  |  |  |
| --- | --- | --- |
| Individual identity data record (1-1) | | Policy 1  Adult 1 |
| Individual statement data record (0-m) | (1-m) |
| Individual MLS data record (0-m) |

|  |  |  |
| --- | --- | --- |
| Individual identity data record (1-1) | | Policy 1  Adult 2 |
| Individual statement data record (0-m) | (1-m) |
| Individual MLS data record (0-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 1  Dependent 1 |
| Individual MLS data record (1-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 1  Dependent 2 |
| Individual MLS data record (1-m) |

|  |  |  |
| --- | --- | --- |
| Individual identity data record (1-1) | | Policy 2  Adult 1 |
| Individual statement data record (0-m) | (1-m) |
| Individual MLS data record (0-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 2  Dependent 1 |
| Individual MLS data record (1-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 3  Adult 1 |
| Individual statement data record (1-m) |

|  |
| --- |
| File total data record (1-1) |

Example 2

Displaying an alternative order of policy individual data records in the data file.

Policy 1 contains 2 adults (PHIIBs) and 2 dependents.

Policy 2 contains 1 adult (PHIIB) and 1 dependent.

Policy 3 contains 1 adult (PHIIB).

|  |
| --- |
| Supplier data record 1 (1-1) |
| Supplier data record 2 (1-1) |
| Supplier data record 3 (1-1) |

|  |
| --- |
| Reporting entity data record (1-1) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 3  Adult 1 |
| Individual statement data record (1-m) |

|  |  |  |
| --- | --- | --- |
| Individual identity data record (1-1) | | Policy 1  Adult 1 |
| Individual statement data record (0-m) | (1-m) |
| Individual MLS data record (0-m) |

|  |  |  |
| --- | --- | --- |
| Individual identity data record (1-1) | | Policy 2  Adult 1 |
| Individual statement data record (0-m) | (1-m) |
| Individual MLS data record (0-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 1  Dependent 1 |
| Individual MLS data record (1-m) |

|  |  |  |
| --- | --- | --- |
| Individual identity data record (1-1) | | Policy 1  Adult 2 |
| Individual statement data record (0-m) | (1-m) |
| Individual MLS data record (0-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 1  Dependent 2 |
| Individual MLS data record (1-m) |

|  |  |
| --- | --- |
| Individual identity data record (1-1) | Policy 2  Dependent 1 |
| Individual MLS data record (1-m) |

|  |
| --- |
| File total data record (1-1) |

5 Record specifications

CR, LF and EOF markers

The ATO prefers data to be supplied without carriage-return (CR), linefeed (LF) or end-of-file (EOF) markers. However, if these characters cannot be removed, the following rules apply:

**EOF** (if supplied)

1. one and only one EOF character is to be supplied and must be the last character of the file.
2. if CR/LF characters are used, one EOF character may also be supplied as the last character of the file. In this case, the last three characters of the file will be CR/LF/EOF (in that order).

**CR/LF** (if supplied)

1. if CR/LF characters are supplied, they must always occur together as a coupled pair and be on the end of each record, or
2. the CR/LF coupled pair of characters may occur on the last record as the last two characters only. In this case, all preceding records must not have CR/LF characters. A special case can occur if only one coupled pair CR/LF is used in conjunction with an EOF character where the last three characters will be CR/LF/EOF (see (b) above).

CR/LF and EOF characters are not part of the data supplied and, if used, must be additional characters to the record length.

Record length (character position 1-3) in all records must be set to 750.

A simple check can be used to ensure that the record length of a fixed length file is correct. The length of the file supplied to the ATO must be a multiple of the fixed record length.

For example, for files that do not contain CR/LF at the end of each record:

HICPHIIS file record length is 750 characters

Length of the file HICPHIIS = 75000

75000 / 750 = 100 and 0 remainder

Therefore the file HICPHIIS is OK

If length of the file HICPHIIS = 75200 characters

75200 / 750 = 100 and 200 remainder

Therefore, there is an error in the file HICPHIIS

For example, for files that contain CR/LF at the end of each record:

(This is only a check of the file length and the 752 characters must only be used for division. All record lengths in the data must be 750).

HICPHIIS file record length is 752 characters (record 750 + CR/LF 2)

Length of file HICPHIIS = 75200

75200 / 752 = 100 and 0 remainder

Therefore the file HICPHIIS is OK

If the length of the file HICPHIIS = 75400

75400 / 752 = 100 and 200 remainder

Therefore, there is an error in the file HICPHIIS.

If an error in the division occurs, the file must be corrected before it is sent to the ATO.

Examples of errors that may occur:

* One or more of the records is longer or shorter than the fixed length of 750 characters
* There are characters at the end of the file that need to be removed. For example:
  + an extra EOF marker,
  + an additional CR/LF (if providing CR/LF there should only be one CR/LF at the end of the file) (see above), or
  + binary zeros.

Description of terms used in data record specifications

The following tables show data records and their elements. The tables contain the following columns:

*Character position* ‑ the start and end position of the field in the record.

*Field length* ‑ the length of the data item in bytes.

*Field format*‑ the format type of the field:

**A** is alphabetic (A-Z) – one byte per character. This field must be in upper case and left justified. Characters not used must be blank filled.

For example, SMITH in a ten character field would be reported as SMITH~~bbbbb~~ (the character ~~b~~ is used to indicate blanks).

**AN** is alphanumeric – one byte per character. This field must be in upper case and left justified. Characters not used must be blank filled.

For example, 10 FIRST STREET in a 20 character alphanumeric field would be reported as 10~~b~~FIRST~~b~~STREET~~bbbbb~~ (the character ~~b~~ is used to indicate blanks).

**D** is a date in DDMMCCYY format – if the day or month component is less than 10, insert a leading zero.

For example:

* + 9 November 2014 would be reported as 09112014.
  + 26 March 2015 would be reported as 26032015.

If the date is mandatory it must be a valid date, otherwise see date under the optional field type on the next page.

**DT** is a date/time in DDMMCCYYHHMMSS format. If the day or month

components are less than 10, insert a leading zero.

CCYY = four-digit year

MM = two-digit month (01=January, etc.)

DD = two-digit day of month (01 through 31)

hh = two digits of hour (00 through 23) (am/pm NOT allowed)

mm = two digits of minute (00 through 59)

ss = two digits of second (00 through 59)

ss = one or more digits representing a decimal fraction of a second

Exactly the components shown in the example below must be present with the specific punctuation.

For example:

* + - 5 November, 2014, 8:15:30 am would be reported as 05112014081530
    - 18 January, 2014, 1:30:00 pm would be reported as 18012014133000

If the date is mandatory it must be a valid date, otherwise see date under the optional field type on the next page.

**N** is numeric (0-9) – one byte per digit. Numeric fields must be right justified and the characters not used must be zero filled.

For example, 123456789 in an 11 digit field would be reported as 00123456789.

All amount fields are to be reported in whole dollars, rounded to the nearest whole dollar, and must not contain decimal points, commas or other non-numeric characters (for example $+-).

For example, in an 8 character numeric (amount) field:

* + $1,234.99 would be reported as 00001235
  + $122.16 would be reported as 00000122
  + $567.00 would be reported as 00000567, and
  + $0.00 would be reported as 00000000.

*Field type*‑codes used are:

**M** Mandatory field that must be provided. For single character mandatory fields, a blank (space) is not a valid value.

ALPHA: field must not start with a blank or be blank filled

ALPHANUMERIC: field must not start with a blank or be blank filled

NUMERIC: field must not start with a blank and may be zero filled

DATE: field must not be zero filled.

**O** Optional field. Suppliers must complete the field if the data is available.

ALPHA: if not present, field must be blank filled

ALPHANUMERIC: if not present, field must be blank filled

NUMERIC: if not present, field must be zero filled

DATE: if not present, field must be zero filled.

**C** Conditional field. Suppliers must complete the field as specified.

**S** For use by the ATO. It must be blank filled andmust notcontain binary zeros.

*Field name* - a brief description of the field.  
  
*Reference number* - the definition reference number. These definitions can be found in [Field definitions and edit rules.](#FieldDefinitionsandEditRules)

Supplier data record 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-17 | 14 | AN | M | Record identifier (=IDENTREGISTER1) | [6.2](#D6_2) |
| 18-28 | 11 | N | M | Supplier Australian business number | [6.3](#D6_3) |
| 29-29 | 1 | A | M | Run type (=T or P) | [6.4](#D6_4) |
| 30-37 | 8 | D | M | Financial year end date (DDMMCCYY) | [6.5](#D6_5) |
| 38-38 | 1 | A | M | Data type (=M) | [6.6](#D6_6) |
| 39-39 | 1 | A | M | Type of report (=I) | [6.7](#D6_7) |
| 40-40 | 1 | A | M | Format of return media (=M) | [6.8](#D6_8) |
| 41-50 | 10 | AN | M | ATO Report specification version number (=FMEDV003.0) | [6.9](#D6_9) |
| 51-750 | 700 | A | S | Filler | [6.10](#D6_10) |

Supplier data record 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-17 | 14 | AN | M | Record identifier (=IDENTREGISTER2) | [6.11](#D6_11) |
| 18-93 | 76 | AN | M | Supplier name | [6.12](#D6_12) |
| 94-102 | 9 | N | M | Supplier number (=000000000) | [6.13](#D6_13) |
| 103-140 | 38 | AN | M | Supplier contact name | [6.14](#D6_14) |
| 141-155 | 15 | AN | M | Supplier contact phone number | [6.15](#D6_15) |
| 156-170 | 15 | AN | O | Supplier facsimile number | [6.16](#D6_16) |
| 171-750 | 580 | A | S | Filler | [6.10](#D6_10) |

Supplier data record 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-17 | 14 | AN | M | Record identifier (=IDENTREGISTER3) | [6.17](#D6_17) |
| 18-55 | 38 | AN | M | Supplier street address line 1 | [6.18](#D6_18) |
| 56-93 | 38 | AN | O | Supplier street address line 2 | [6.18](#D6_18) |
| 94-120 | 27 | AN | M | Supplier street address suburb, town or locality | [6.19](#D6_19) |
| 121-123 | 3 | A | M | Supplier street address state or territory | [6.20](#D6_20) |
| 124-127 | 4 | N | M | Supplier street address postcode | [6.21](#D6_21) |
| 128-147 | 20 | AN | O | Supplier street address country | [6.22](#D6_22) |
| 148-185 | 38 | AN | O | Supplier postal address line 1 | [6.23](#D6_23) |
| 186-223 | 38 | AN | O | Supplier postal address line 2 | [6.23](#D6_23) |
| 224-250 | 27 | AN | O | Supplier postal address suburb, town or locality | [6.24](#D6_24) |
| 251-253 | 3 | A | O | Supplier postal address state or territory | [6.25](#D6_25) |
| 254-257 | 4 | N | O | Supplier postal address postcode | [6.26](#D6_26) |
| 258-277 | 20 | AN | O | Supplier postal address country | [6.27](#D6_27) |
| 278-353 | 76 | AN | O | Supplier email address | [6.28](#D6_28) |
| 354-750 | 397 | A | S | Filler | [6.10](#D6_10) |

Reporting entity data record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-11 | 8 | AN | M | Record identifier (=RPENTITY) | [6.29](#D6_29) |
| 12-19 | 8 | A | M | Reporting entity (=PHI FUND) | [6.30](#D6_30) |
| 20-22 | 3 | AN | M | Fund identity code | [6.31](#D6_31) |
| 23-26 | 4 | N | M | Financial year (CCYY) | [6.32](#D6_32) |
| 27-40 | 14 | DT | M | Date timestamp report created (=DDMMCCYYHHMMSS) | [6.33](#D6_33) |
| 41-41 | 1 | A | M | Type of data indicator (=O, A or R ) | [6.34](#D6_34) |
| 42-121 | 80 | AN | M | Software product type | [6.35](#D6_35) |
| 122-132 | 11 | N | M | Reporting entity Australian business number | [6.36](#D6_36) |
| 133-208 | 76 | AN | M | Reporting entity name | [6.37](#D6_37) |
| 209-284 | 76 | AN | O | Reporting entity trading name | [6.38](#D6_38) |
| 285-322 | 38 | AN | M | Reporting entity contact name | [6.39](#D6_39) |
| 323-337 | 15 | AN | M | Reporting entity contact phone number | [6.40](#D6_40) |
| 338-352 | 15 | AN | O | Reporting entity facsimile number | [6.41](#D6_41) |
| 353-428 | 76 | AN | O | Reporting entity email address | [6.42](#D6_42) |
| 429-466 | 38 | AN | M | Reporting entity street address line 1 | [6.43](#D6_43) |
| 467-504 | 38 | AN | O | Reporting entity street address line 2 | [6.43](#D6_43) |
| 505-531 | 27 | AN | M | Reporting entity street address suburb, town or locality | [6.44](#D6_44) |
| 532-534 | 3 | A | M | Reporting entity street address state or territory | [6.45](#D6_45) |
| 535-538 | 4 | N | M | Reporting entity street address postcode | [6.46](#D6_46) |
| 539-558 | 20 | AN | O | Reporting entity street address country | [6.47](#D6_47) |
| 559-596 | 38 | AN | O | Reporting entity postal address line 1 | [6.48](#D6_48) |
| 597-634 | 38 | AN | O | Reporting entity postal address line 2 | [6.48](#D6_48) |
| 635-661 | 27 | AN | C | Reporting entity postal address suburb, town or locality | [6.49](#D6_49) |
| 662-664 | 3 | A | C | Reporting entity postal address state or territory | [6.50](#D6_50) |
| 665-668 | 4 | N | C | Reporting entity postal address postcode | [6.51](#D6_51) |
| 669-688 | 20 | AN | C | Reporting entity postal address country | [6.52](#D6_52) |
| 689-750 | 62 | A | S | Filler | [6.10](#D6_10) |

Individual identity data record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-11 | 8 | AN | M | Record identifier (=MBRNTITY) | [6.53](#D6_53) |
| 12-14 | 3 | AN | M | Fund identity code | [6.31](#D6_31) |
| 15-29 | 15 | AN | M | Policy membership number | [6.54](#D6_54) |
| 30-44 | 15 | AN | M | Unique personal identifier | [6.55](#D6_55) |
| 45-74 | 30 | AN | M | Individual surname or family name | [6.56](#D6_56) |
| 75-89 | 15 | AN | O | Individual first given name | [6.57](#D6_57) |
| 90-104 | 15 | AN | O | Individual second given name | [6.58](#D6_58) |
| 105-134 | 30 | AN | O | Previous individual surname or family name | [6.59](#D6_59) |
| 135-142 | 8 | D | M | Individual date of birth (DDMMCCYY) | [6.60](#D6_60) |
| 143-180 | 38 | AN | M | Individual address line 1 | [6.61](#D6_61) |
| 181-218 | 38 | AN | O | Individual address line 2 | [6.61](#D6_61) |
| 219-245 | 27 | AN | M | Individual address suburb, town or locality | [6.62](#D6_62) |
| 246-248 | 3 | A | M | Individual address state or territory | [6.63](#D6_63) |
| 249-252 | 4 | N | M | Individual address postcode | [6.64](#D6_64) |
| 253-272 | 20 | AN | O | Individual address country | [6.65](#D6_65) |
| 273-310 | 38 | AN | O | Previous individual address line 1 | [6.66](#D6_66) |
| 311-348 | 38 | AN | O | Previous individual address line 2 | [6.66](#D6_66) |
| 349-375 | 27 | AN | C | Previous individual address suburb, town or locality | [6.67](#D6_67) |
| 376-378 | 3 | A | C | Previous individual address state or territory | [6.68](#D6_68) |
| 379-382 | 4 | N | C | Previous individual address postcode | [6.69](#D6_69) |
| 383-402 | 20 | AN | C | Previous individual address country | [6.70](#D6_70) |
| 403-478 | 76 | AN | O | Individual email address | [6.71](#D6_71) |
| 479-493 | 15 | AN | O | Individual mobile phone number | [6.72](#D6_72) |
| 494-508 | 15 | AN | O | Individual contact phone number | [6.73](#D6_73) |
| 509-750 | 242 | A | S | Filler | [6.10](#D6_10) |

Individual statement data record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-11 | 8 | AN | M | Record identifier (=INDIVSTM) | [6.74](#D6_74) |
| 12-26 | 15 | AN | M | Policy membership number | [6.54](#D6_54) |
| 27-41 | 15 | AN | M | Unique personal identifier | [6.55](#D6_55) |
| 42-42 | 1 | A | M | Policy role (=A, D or N) | [6.75](#D6_75) |
| 43-57 | 15 | AN | O | Unique personal identifier of other PHIIB 1 | [6.76](#D6_76) |
| 58-72 | 15 | AN | O | Unique personal identifier of other PHIIB 2 | [6.77](#D6_77) |
| 73-87 | 15 | AN | O | Unique personal identifier of other PHIIB 3 | [6.78](#D6_78) |
| 88-102 | 15 | AN | O | Unique personal identifier of other PHIIB 4 | [6.79](#D6_79) |
| 103-104 | 2 | N | C | Number of other additional PHIIBs | [6.80](#D6_80) |
| 105-112 | 8 | N | M | Your premiums paid in the financial year(whole dollars) | [6.81](#D6_81) |
| 113-120 | 8 | N | M | Your Australian Government rebate received (whole dollars) | [6.82](#D6_82) |
| 121-128 | 8 | N | M | Your premiums eligible for Australian Government rebate (whole dollars) | [6.83](#D6_83) |
| 129-130 | 2 | N | M | Benefit code | [6.84](#D6_84) |
| 131-750 | 620 | A | S | Filler | [6.10](#D6_10) |

Individual MLS data record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-11 | 8 | AN | M | Record identifier (=INDIVMLS) | [6.85](#D6_85) |
| 12-26 | 15 | AN | M | Policy membership number | [6.54](#D6_54) |
| 27-41 | 15 | AN | M | Unique personal identifier | [6.55](#D6_55) |
| 42-49 | 8 | D | M | Individual MLS record start date (DDMMCCYY) | [6.86](#D6_86) |
| 50-57 | 8 | D | M | Individual MLS record end date (DDMMCCYY) | [6.87](#D6_87) |
| 58-58 | 1 | A | M | Type of policy (=S, C, F or P) | [6.88](#D6_88) |
| 59-59 | 1 | A | M | Policy role (=A or D) | [6.75](#D6_75) |
| 60-750 | 691 | A | S | Filler | [6.10](#D6_10) |

File total data record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character position** | **Field length** | **Field format** | **Field type** | **Field name** | **Reference number** |
| 1-3 | 3 | N | M | Record length (=750) | [6.1](#D6_1) |
| 4-13 | 10 | AN | M | Record identifier (=FILE-TOTAL) | [6.89](#D6_89) |
| 14-22 | 9 | N | M | Count of Individual identity data records | [6.90](#D6_90) |
| 23-31 | 9 | N | M | Count of Individual statement data records | [6.91](#D6_91) |
| 32-40 | 9 | N | M | Count of Individual MLS data records | [6.92](#D6_92) |
| 41-49 | 9 | N | M | Count of total records | [6.93](#D6_93) |
| 50-750 | 701 | A | S | Filler | [6.10](#D6_10) |

6 Data field definitions and validation rules

Reporting of address details

It is important that address information provided in the report supports the automatic issue of correspondence to clients. Address fields in all records provide for a standard structure in reporting with two fields (two lines) of 38 characters provided for the street address information. There are separate fields for suburb, town or locality, state or territory and postcode.

Where address fields are mandatory, they must not contain a blank at the beginning of the field nor may they contain two spaces between words.

Where the street address is longer than two lines, C/O lines are to be omitted.

attention_pms The suburb, town or locality, state or territory and postcode must be supplied in the separate fields provided and must not be included in the first or second address line fields.

The state or territory field contains the relevant state or territory for the address. The field must be set to one of the codes shown below:

**ACT** Australian Capital Territory

**NSW** New South Wales

**NT** Northern Territory

**QLD** Queensland

**SA** South Australia

**TAS** Tasmania

**VIC** Victoria

**WA** Western Australia

**OTH** Overseas address

danger_pms No other abbreviation is acceptable. The postcode field should only contain numeric values from 0000 - 9999. If the field is mandatory, then a valid postcode must be reported (for example 0000 is not a valid postcode).

attention_pms If the address is in Australia, leave the country field blank.

For an overseas address:

* The postcode field must always be set to **9999**,
* The street address must be provided in the first and second address lines,
* The town, state or region and area code must be reported in the suburb, town or locality field,
* The state field must be reported as **OTH**, and
* The name of the overseas country is to be provided in the country field.

For example,the overseas address 275 Central Park West, Apartment 14F, New York, New York USA 10024 would be reported as shown below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Character position** | **Field length** | **Field name** | **Content** |
| 143-180 | 38 | Individual address line 1 | 275 CENTRAL PARK WEST |
| 181-218 | 38 | Individual address line 2 | APARTMENT 14F |
| 219-245 | 27 | Individual address suburb, town or locality | NEW YORK NY 10024 |
| 246-248 | 3 | Individual address state or territory | OTH |
| 249-252 | 4 | Individual address postcode | 9999 |
| 253-272 | 20 | Individual address country | USA |

 If the fund has captured more than one address for a member residing overseas and one of those is an Australian address, then the Australian address (including the postcode) must be reported rather than the overseas address.

Reporting of name fields

Components of the individual's name – surname or family name, first given name and second given name must be reported in the separate fields as specified. Titles, prefixes and suffixes (for example, Mr, Mrs, Dr and OBE) should not be included when reporting names.

attention_pms Where the individual has a legal single name only, the first given name and second given name fields must be blank filled. The legal single name must be provided in the surname or family name fields.

Where name fields are reported, they must not contain a blank at the beginning of the field, nor may they contain two spaces between words. Multi-word names must be separated by a single space.

Field definitions and edit rules

[6.1](#R6_1) **Record length** – must be set to **750**.

**[6.2](#R6_2)** **Record identifier** – must be set to **IDENTREGISTER1**.

**[6.3](#R6_3)** **Supplier Australian business number** – the Australian business number (ABN) of the data supplier and must be a valid ABN. Refer to section [8 Algorithms](#Algorithms) for information on ABN validation.

attention_pms When reporting online using the ATO’s Business Portal, only a valid ABN is acceptable in this field.

**[6.4](#R6_4)** **Run type** – identifies the information contained in the file as test or production data. This field must be set to either **T** for test data or **P** for production data.

**[6.5](#R6_5)** **Financial year end date** –contains the end date of the financial year to which the report relates. The *Financial year end date* field must be within the financial year (refer to 6.32 Financial year).

For example, if the information reported in the file is for the period 01/07/2014 to 30/06/2015, the *Financial year end date* must be reported as 30062015.

**[6.6](#R6_6)** **Data type** – identifies the type of information contained in the file. This field must be set to **M**.

**[6.7](#R6_7)** **Type of report**– identifies the type of data being lodged. This field must be set to **I**.

**[6.8](#R6_8)** **Format of return media** – identifies the medium to be used by the ATO for return of information to the supplier. This field must be set to **M**.

**[6.9](#R6_9)** **ATO Report specification version number** – must be set to the version number of the specification that the report corresponds to. For reports produced using this specification this field must be set to **FMEDV003.0**

**[6.10](#R6_10) Filler** – for use by the ATO. It must beblank filled andmust notcontain binary zeros.

**[6.11](#R6_11)** **Record identifier** – must be set to **IDENTREGISTER2**.

**[6.12](#R6_12)** **Supplier name** – the name of the organisation sending the data (the supplier).

**[6.13](#R6_13)** **Supplier number** – this field is for use by the ATO only. It is right justified and must be zero filled. Zero is the only valid value.

**[6.14](#R6_14)** **Supplier contact name** – the name of a person in the organisation sending the data who will be able to answer questions in relation to any problems with the data itself, not necessarily the quality of the data.

**[6.15](#R6_15)** **Supplier contact phone number** – the telephone number for the nominated contact person in the organisationsending the data.

For example:

* the area code followed by the telephone number (02~~b~~1234~~b~~5678), or
* a mobile phone number (0466~~b~~123~~b~~456).

The character ~~b~~ is used above to indicate blanks.

**[6.16](#R6_16)** **Supplier facsimile number** – the supplier's facsimile number should be provided where possible. This field must be the area code followed by the facsimile number.

For example:

* 02~~b~~1234~~b~~5678

The character ~~b~~ is used to indicate blanks.

[6.17](#R6_17) **Record identifier** – must be set to **IDENTREGISTER3**.

[6.18](#R6_18) **Supplier street address** – lines 1 and 2 must only contain the street address (excluding suburb, town or locality, state or territory, postcode and country) of the supplier. It may not be necessary to use both lines. If the second line is not used then the field must be blank filled.

[6.19](#R6_19) **Supplier street address suburb, town or locality** – the suburb, town or locality for the street address of the supplier.

[6.20](#R6_20) **Supplier street address state or territory** – the state or territory for the street address of the supplier. The field must be set to one of the appropriate codes (page 21). If an overseas address is specified, then this field must be set to **OTH**.

[6.21](#R6_21) **Supplier street address postcode** – the postcode for the street address of the supplier. If an overseas address is specified, then this field must be set to **9999**.

[6.22](#R6_22) **Supplier** **street address** **country** – the country for the street address of the supplier. This field may be left blank if the country is Australia. If the *Supplier street address postcode* field is **9999** then a country other than Australia must be entered.

[6.23](#R6_23) **Supplier postal address** – lines 1 and 2 contain the postal address (excluding suburb, town or locality, state, or territory, postcode and country) of the supplier. These fields are part of the address for all correspondence to the supplier. It may not be necessary to use both lines. If the second line is not used then the field must be blank filled. If line 1 is blank then line 2 must also be blank.

[6.24](#R6_24) **Supplier postal address suburb, town or locality** – the suburb, town or locality for the postal address of the supplier. This field is part of the address for all correspondence to the supplier. If *Supplier postal address line 1* field is populated then this field is mandatory. If *Supplier postal address line 1* field is blank then this field must also be blank.

[6.25](#R6_25) **Supplier postal address** **state or territory** – the state or territory for the postal address of the supplier. This field is part of the address for all correspondence to the supplier. The field must be set to one of the appropriate codes (page 21). If *Supplier postal address line 1* field is populated then this field is mandatory. If *Supplier postal address line 1* field is blank then this field must also be blank. If an overseas address is specified, then this field must be set to **OTH**.

[6.26](#R6_26) **Supplier postal address postcode** – the postcode for the postal address of the supplier. This field is part of the address for all correspondence to the supplier. If an overseas address is specified, then this field must be set to **9999**. If *Supplier postal address line 1* field is blank then this field must be zero filled.

[6.27](#R6_27) **Supplier postal address country** – the country for the postal address of the supplier. This field is part of the address for all correspondence to the supplier. This field may be left blank if the country is Australia. If the *Supplier postal address postcode* field is **9999** then this field must be a country other than Australia. If *Supplier postal address line 1* field is blank then this field must be blank.

[6.28](#R6_28) **Supplier email address** – the ATO can communicate with clients using email and it is expected that some correspondence to suppliers (acknowledgement of receipt of the report, certain processing enquiries and general correspondence) may be issued this way. If present, this must be a valid email address (@ must be positioned after the first character and before the last character).

[6.29](#R6_29) **Record identifier** – must be set to **RPENTITY**.

[6.30](#R6_30) **Reporting entity** – must be set to **PHI FUND.**

[6.31](#R6_31) **Fund identity code** – the 3-character code allocated to the health insurance fund by Human Services.

[6.32](#R6_32) **Financial year** – the financial year to which the information relates. It must be provided in the format CCYY. The field cannot be greater than the current financial year and not less than **2015**. For example, if the information reported is for the period 01/07/2014 to 30/06/2015, the *Financial year* field must be reported as 2015.

[6.33](#R6_33) **Date timestamp report created** – the date and time the report was created. It must be provided in the format DDMMCCYYHHMMSS.

[6.34](#R6_34) **Type of data indicator** – the code to identify whether the report contains original or amended data. This field must be set to one of the following:

**O** (Original) – indicator must be reported on the first file lodged for a reporting entity for a financial year. Refer to section [9 Amendment files](#Amendments).

 If the validation report status is Lodgment failed for an original report for a financial year, the fund must correct any errors and lodge a corrected original report with the *Type of data indicator* field set to **O**.

**A** (Amended) – for amended policies subsequent to the original lodgment report, for the same reporting entity and for the same financial year. Refer to section **9 Amendment files**.

**R** (Replacement) - for replacement data files subsequent to the original lodgment report, for the same reporting entity and for the same financial year. Refer to section [9 Amendment files](#Amendments).

[6.35](#R6_35) **Software product type** – the registered name of the software product and the version (if applicable) used to compile the report.

If the product has not been developed in-house, then populate this field with **COMMERCIAL**, followed by the name of the software developer, the software product and the software version number.

If the product has been developed in-house, then populate this field with **INHOUSE** followed by the name of the organisation that developed the software. If a contractor or consultant was used, the name of the company will need to be provided

[6.36](#R6_36) **Reporting entity Australian business number** – the ABN of the fund and must be a valid ABN. Refer to section [8 Algorithms](#Algorithms) for information on ABN validation.

[6.37](#R6_37) **Reporting entity name** – the name of the fund must be provided.

[6.38](#R6_38) **Reporting entity trading name**– the full trading name of the fund. Where the entity name and the entity trading name are the same this field may be left blank.

[6.39](#R6_39) **Reporting entity contact name** – the name of a person in the organisation sending the data who will be able to answer questions in relation to any problems with the transmission itself, not necessarily the quality of the data contained within the report.

[6.40](#R6_40) **Reporting entity contact phone number** – the telephone number for the reporting entity’s nominated contact person.

For example:

* the area code followed by the telephone number (02~~b~~1234~~b~~5678), or
* a mobile phone number (0466~~b~~123~~b~~456).

The character ~~b~~ is used above to indicate blanks.

[6.41](#R6_41) **Reporting entity facsimile number** – the entity’s fax number should be provided where possible. This field must be the area code followed by the fax number.

For example:

* 02~~b~~1234~~b~~5678.

The character ~~b~~ is used to indicate blanks.

[6.42](#R6_42) **Reporting entity email address** – may be used to provide the entity’s email address. The ATO can communicate with clients using email and it is expected that some correspondence to entities (acknowledgment of receipt of the report, certain processing enquiries and general correspondence) may be issued this way. If present, this must be a valid email address (@ must be positioned after the first character and before the last character).

[6.43](#R6_43) **Reporting entity street address** – lines 1 and 2 contain the street address (excluding suburb, town or locality, state or territory, country and postcode) of the reporting entity. It may not be necessary to use both lines. If the second line is not used then the field must be blank filled.

[6.44](#R6_44) **Reporting entity street address suburb, town or locality** – the suburb, town or locality for the street address of the reporting entity.

[6.45](#R6_45) **Reporting entity street address state or territory** – the state or territory for the street address of the reporting entity. This field must be set to one of the appropriate codes (page 21). If an overseas address is specified, then this field must be set to **OTH**.

[6.46](#R6_46) **Reporting entity street address postcode** – the postcode for the street address of the reporting entity must be provided in this field and must contain a valid postcode. If an overseas address is specified, then this field must be set to **9999**.

[6.47](#R6_47) **Reporting entity street address country** – the country for the street address of the reporting entity. This field may be left blank if the country is Australia. If the *Reporting entity street address postcode* field entered is **9999** then this field must be a country other than Australia.

[6.48](#R6_48) **Reporting entity postal address** – lines 1 and 2 contain the postal address (excluding suburb, town or locality, state or territory, country and postcode) of the reporting entity. It may not be necessary to use both lines. If the second line is not used then the field must be blank filled.

[6.49](#R6_49) **Reporting entity postal address suburb, town or locality** – the suburb, town or locality for the postal address of the reporting entity. If *Reporting entity postal address line 1* field is populated then this field is mandatory. If *Reporting entity postal address line 1* field is blank then this field must also be blank filled.

[6.50](#R6_50) **Reporting entity postal address state or territory** – the state or territory for the postal address of the reporting entity. This field must be set to one of the appropriate codes (page 21). If an overseas address is specified, then this field must be set to **OTH**. If *Reporting entity postal address line 1* field is populated then this field is mandatory. If *Reporting entity postal address line 1* field is blank then this field must also be blank filled.

[6.51](#R6_51) **Reporting entity postal address postcode** – the postcode for the postal address of the reporting entity must be provided in this field and must contain a valid postcode. If an overseas address is specified, then this field must be set to **9999**. If *Reporting entity postal address line 1* field is populated then this field is mandatory. If *Reporting entity postal address line 1* field is blank then this field must be zero filled.

[6.52](#R6_52) **Reporting entity postal address country** – the country for the postal address of the reporting entity. This field may be left blank if the country is Australia. If the *Reporting entity postal address postcode* fieldentered is **9999** then this field must be a country other than Australia. If *Reporting entity postal address line 1* field is populated then this field is mandatory. If *Reporting entity postal address line 1* field is blank then this field must also be blank filled.

[6.53](#R6_53) **Record identifier** – must be set to **MBRNTITY**.

[6.54](#R6_54) **Policy** **membership number** – the reference number used by the fund to identify a particular policy. Any Private Health Insurance statement(s) issued by the fund for a particular policy must detail the relevant Policy membership number.

[6.55](#R6_55) **Unique personal identifier** – the unique identifier assigned by the fund to identify their individual member.

[6.56](#R6_56) **Individual surname or family name** – must contain the individual’s surname or family name. Where the individual has a single legal name only, this field must be completed.

[6.57](#R6_57) **Individual first given name** – the individual's first given name must be provided in this field. If the individual's first given name is not stored, the first initial must be provided.

attention_pms Where the individual has a legal single name only, this field must be blank filled. The legal single name must be reported in the *Individual surname or family name* field.

[6.58](#R6_58) **Individual second given name** – the individual's second given name must be provided in this field. If no second given name is stored, then the individual's second initial should be provided in this field. If the individual has no second given name this field must be blank filled.

Where an individual has more than two given names, the third and subsequent given names or initials are not to be provided.

[6.59](#R6_59) **Previous individual surname or family name** – contains the individual’s previous surname or family name.

[6.60](#R6_60) **Individual date of birth** – the date of birth of the individual in the format DDMMCCYY.

For example, if the individual's date of birth is 29th June 1946, it would be reported as 29061946.

[6.61](#R6_61) **Individual address** – lines 1 and 2 contain the residential address (excluding suburb, town or locality, state or territory, country and postcode) of the individual. If the residential address is not available, the postal address for the individual should be provided. It may not be necessary to use both lines. If the second line is not used then the field must be blank filled.

[6.62](#R6_62) **Individual address** **suburb, town or locality** – the suburb, town or locality for the address of the individual.

[6.63](#R6_63) **Individual address** **state or territory** – the state or territory for the address of the individual. The field must be set to one of the appropriate codes (page 21). If an overseas address is specified, then this field must be set to **OTH**.

[6.64](#R6_64) **Individual address** **postcode** – the postcode for the address of the individual must be provided in this field and must contain a valid postcode. If an overseas address is specified, then this field must be set to **9999**.

[6.65](#R6_65) **Individual address** **country** – the country for the address of the individual. This field may be left blank if the country is Australia. If the *Individual address postcode* field is **9999** then this field must be a country other than Australia.

[6.66](#R6_66) **Previous individual address** – lines 1 and 2 contain the previous residential address (excluding suburb, town or locality, state or territory, country and postcode) of the individual. If the previous residential address is not available, the previous postal address for the individual should be provided. It may not be necessary to use both lines. If the second line is not used then the field must be blank filled.

[6.67](#R6_67) **Previous individual address** **suburb, town or locality** – the suburb, town or locality for the previous address of the individual. If *Previous individual address* *line 1* field is populated then this field is mandatory. If *Previous individual address* *line 1* field is blank then this field must also be blank.

[6.68](#R6_68) **Previous individual address** **state or territory** – the state or territory for the previous address of the individual. The field must be set to one of the appropriate codes (page 21). If an overseas address is specified, then this field must be set to **OTH**. If *Previous individual address* *line 1* field is populated then this field is mandatory. If *Previous individual address* *line 1* field is blank then this field must also be blank.

[6.69](#R6_69) **Previous individual address** **postcode** – the postcode for the previous address of the individual must be provided in this field and must contain a valid postcode. If an overseas address is specified, then this field must be set to **9999**. If *Previous individual address* *line 1* field is populated then this field is mandatory. If *Previous individual address* *line 1* field is blank then this field must be zero filled.

[6.70](#R6_70) **Previous individual address** **country** – the country for the previous address of the individual. This field may be left blank if the country is Australia. If the *Previous individual address postcode* field is **9999** then this field must not be blank or Australia. If *Previous individual address* *line 1* field is populated then this field is mandatory. If *Previous individual address* *line 1* field is blank then this field must also be blank.

[6.71](#R6_71) **Individual email address** – If present, this must be a valid email address (@ must be positioned after the first character and before the last character).

[6.72](#R6_72) **Individual mobile phone number** – the mobile phone number of the individual.

For example

* 0466~~b~~123~~b~~456

The character ~~b~~ is used to indicate blanks.

[6.73](#R6_73) **Individual contact phone number** – the telephone number for the individual. This field must be the area code followed by the telephone number.

For example

* 02~~b~~1234~~b~~5678

The character ~~b~~ is used to indicate blanks.

attention_pms For international phone numbers the **+** symbol is a valid character.

[6.74](#R6_74) **Record identifier** – must be set to **INDIVSTM**.

[6.75](#R6_75) **Policy role** – identifies the individual’s role on the policy.

For an ***Individual statement data record*** this field must be set to one of the following:

**A** – insured adult

**D** – insured dependent child

**N** – non insured adult (responsible person on a dependent child only policy).

attention_pms A Policy role of **D** must only be reported in an ***Individual statement data record*** in cases where the policy is a dependent child-only policy and the fund holds no details in respect of the relevant non-insured adult (responsible person).

For an ***Individual MLS data record*** this field must be set to one of the following:

**A** – insured adult

**D** – insured dependent child

attention_pms For the ***Individual MLS data record***the *Policy role* field **must not be** N.

attention_pms If there is a change to the PHIIB’s benefit code and/or the PHIIB’s policy role during a premium period, the PHIIB’s

* Premiums paid in the financial year amount(s),
* Australian Government rebate received amount(s), and
* Premiums eligible for Australian Government rebate

must be apportioned accordingly and reported in separate *Individual statement data records*.

Refer to the Private Health Insurance Companion Guide for examples.

[6.76](#R6_76) **Unique personal identifier of other PHIIB 1** – the unique identifier assigned by the fund to identify that member.

[6.77](#R6_77) **Unique personal identifier of other PHIIB 2** – the unique identifier assigned by the fund to identify that member.

[6.78](#R6_78) **Unique personal identifier of other PHIIB 3** – the unique identifier assigned by the fund to identify that member.

[6.79](#R6_79) **Unique personal identifier of other PHIIB 4** – the unique identifier assigned by the fund to identify that member.

[6.80](#R6_80) **Number of other additional PHIIBs** – the total number of additional PHIIBs whose unique personal identifiers have not been reported in the Unique personal identifier of other PHIIB 1, 2, 3 and 4 fields in the *Individual statement data record* for this policy.

[6.81](#R6_81) **Your premiums paid in the financial year** – The premiums paid is the net amount of premiums eligible for Australian Government Rebate Less Australian Government rebate received. The PHIIB’s premium amount(s) received by the fund for the premium period must be reported as a rounded whole dollar amount.

The amount reported in this field **must exclude:**

* any Australian Government rebate amount received by the health fund, and
* any discount amount(s) applicable to the policy cost for the relevant premium period, and
* any Lifetime health cover loading (LHCL) amount that relates to cover **post 30 June 2013.**

attention_pms If there is a change to the PHIIB’s benefit code and/or the PHIIB’s policy role during a premium period, the PHIIB’s share of the premiums paid in the financial year amount(s) received by the fund, must be apportioned accordingly and reported in separate *Individual statement data records*.

Information and examples on when a payment is received by a fund for a policy can be found in the Private health insurance report companion guide which can be found on the SILU website [**http://softwaredevelopers.ato.gov.au**](http://softwaredevelopers.ato.gov.au).

[6.82](#R6_82) **Your Australian Government rebate received** – the PHIIB’s share, applicable to the given *Individual statement data record*, of the premium reductions received by the health fund for the financial year, reported as a rounded whole dollar amount. The apportioning principles, as used in calculating Your premiums eligible for Australian Government rebate, apply. Refer to the Private health insurance report companion guide for further information and examples.

attention_pms The effective date of an Australian Government rebate received amount will always be the received date of the source payment that triggered the rebate claim.

attention_pms If there is a change to the PHIIB’s benefit code and/or the PHIIB’s policy role during a premium period, the PHIIB’s share of Australian Government rebate received amount(s) that have been received by the fund, must be apportioned accordingly and reported in separate *Individual statement data records*.

[6.83](#R6_83) **Your premiums eligible for Australian Government rebate** – the PHIIB’s share, applicable to the given *Individual statement data record,* of the premiums eligible for Australian Government rebate paid in respect of a complying health insurance policy.

This amount is **net of any discount amount** applicable to the policy cost for the relevant premium period and:

**excludes**

* any LHCL amount that relates to cover for any period **post 30 June 2013**, but

**includes**

* any Australian Government rebate amount received by the health fund for the relevant premium period, and
* any LHCL amount that relates to cover for any period **pre 1 July 2013**.

Refer to the Private health insurance report companion guide for further information and examples.

attention_pms If there is a change to the PHIIB’s benefit code and/or the PHIIB’s policy role during a premium period, the PHIIB’s share of the premiums eligible for Australian Government rebate must be apportioned accordingly and reported in separate *Individual statement data records*.

attention_pms Only amounts paid in respect of cover provided under a complying policy ([see 63-10 of the Private Health Insurance Act 2007](http://www.comlaw.gov.au/Details/C2012C00534)) are to be reported in an *Individual statement data record*.

attention_pms A policy can still be a complying health insurance policy for private health insurance rebate purposes, notwithstanding it doesn’t provide private patient hospital cover or has an excess that would disqualify it from meeting the definition of private patient hospital cover.

[6.84](#R6_84) **Benefit code** – code to identify the maximum percentage, according to the entitling person’s age and when in the financial year the associated premium amount was paid, of the premium amount eligible for Australian Government rebate that can be applied as a private health insurance incentive.

* Amounts received prior to 1 April in the financial year

If the premium amount eligible for Australian Government rebate, received by the fund, is greater than zero OR is zero, but complying health cover is ongoing, one of the following codes must be reported:

**30** – the entitling person is under 65 years

**35** – the entitling person is 65 years or older but under 70 years

**40** – the entitling person is 70 years or older

* Amounts received on or after 1 April in the financial year

If the premium amount eligible for Australian Government rebate, received by the fund, is greater than zero, one of the following codes must be reported:

**31** – the entitling person is under 65 years

**36** – the entitling person is 65 years or older but under 70 years

**41** – the entitling person is 70 years or older

**00** – policy has been cancelled, premium amount is zero and the policy is reported in an amended file

|  |
| --- |
| In the case of a cancelled policy reported in an amendment data file, if the associated premium amount is zero, zero fill the *Benefit code* field. Refer to section [9 Amendment files](#Amendments) for further information. |

attention_pms If during a premium period there is a change to the PHIIB’s benefit code and/or the PHIIB’s policy role, the PHIIB’s:

* Premiums paid in the financial year,
* Australian Government rebate received amount(s), and
* Premiums eligible for Australian Government rebate

must be apportioned accordingly and reported in separate *Individual statement data records*.

[6.85](#R6_85) **Record identifier** – must be set to **INDIVMLS**.

[6.86](#R6_86) **Individual MLS record start date** – the date from which private patient hospital cover, as described by the relevant *Individual MLS data record,* commenced within the financial year. This date should be inclusive and not overlap with another *Individual MLS data record* for the same policy.

For example:

* for a member that had private patient hospital cover for the 2018 -19 financial year, whose cover commenced prior to the start of the financial year or on the first day of the financial year, the start date would be reported as 01072018, or
* a member who had private patient hospital cover from 1 December 2018 to 2 May 2019, the start date would be reported as 01122018.

attention_pms Not every complying health insurance policy provides private patient hospital cover as needed for MLS purposes. See the definition for ‘Private patient hospital cover’ in the Definitions section at the beginning of this document.

[6.87](#R6_87) **Individual MLS record end date** – the date from which private patient hospital cover, as described by the relevant *Individual MLS data record,* ceased within the financial year. This date should be inclusive and not overlap with another *Individual MLS data record* for the same policy.

For example:

* a member that had private patient hospital cover for the full financial year 1 July 2018 to 30 June 2019, and whose cover may or may not continue into the next financial year, the end date would be reported as 30062015, or
* a member who had private patient hospital cover from 1 December 2018 to 2 May 2019, the end date would be reported as 02052019.

[6.88](#R6_88) **Type of policy** – identifies the type of policy. One of the following codes must be provided:

**S** – single

**C** – couple

**F** – family

**P** – single parent

[6.89](#R6_89) **Record identifier** – must be set to **FILE-TOTAL**. The *File total data record* must be provided as the last record on the file.

[6.90](#R6_90) **Count of individual identity data records** – Count of *Individual identity data record(s).*

[6.91](#R6_91) **Count of Individual statement data records** – Count of *Individual statement data record(s).*

[6.92](#R6_92) **Count of Individual MLS data records** – Count of *Individual MLS data record(s)*.

[6.93](#R6_93) **Count of total records** – this is the sum of all records reported on the data file. The count of total records will be the sum of:

* the (3*) Supplier data records,* and
* the (1) *Reporting entity data record,* and
* *the Individual identity data records,* and
* the *Individual statement data records,* and
* the *Individual MLS data records,* and
* the (1) *File total data record.*

attention_pms Thisfield must equal the sum of all records on the data file. The reporting entity must include the three supplier data records in their *Count of total records* field.

7 Example of data file structure

Supplier data record 1

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-17 | Record identifier | IDENTREGISTER1 |
| 18-28 | Supplier Australian business number | 84111125464 |
| 29-29 | Run type | P |
| 30-37 | Financial year end date | 30062019 |
| 38-38 | Data type | M |
| 39-39 | Type of report | I |
| 40-40 | Format of return media | M |
| 41-50 | ATO Report specification version number | FMEDV003.0 |
| 51-750 | Filler | blank fill |

Supplier data record 2

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-17 | Record identifier | IDENTREGISTER2 |
| 18-93 | Supplier name | PQR SERVICES |
| 94-102 | Supplier number | 000000000 |
| 103-140 | Supplier contact name | FRED FLINTSTONE |
| 141-155 | Supplier contact phone number | 02 1234 5678 |
| 156-170 | Supplier facsimile number | 02 2345 6789 |
| 171-750 | Filler | blank fill |

Supplier data record 3

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-17 | Record identifier | IDENTREGISTER3 |
| 18-55 | Supplier street address line 1 | LEVEL 5 SYDNEY BUILDING |
| 56-93 | Supplier street address line 2 | 22 WILLIAM DRIVE |
| 94-120 | Supplier street address suburb, town or locality | SYDNEY |
| 121-123 | Supplier street address state or territory | NSW |
| 124-127 | Supplier street address postcode | 2000 |
| 128-147 | Supplier street address country | blank fill |
| 148-185 | Supplier postal address line 1 | GPO BOX 19 |
| 186-223 | Supplier postal address line 2 | Blank fill |
| 224-250 | Supplier postal address suburb, town or locality | SYDNEY |
| 251-253 | Supplier postal address state or territory | NSW |
| 254-257 | Supplier postal address postcode | 2001 |
| 258-277 | Supplier postal address country | blank fill |
| 278-353 | Supplier email address | pqr@xyz.com |
| 354-750 | Filler | blank fill |

Reporting entity data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | RPENTITY |
| 12-19 | Reporting entity | PHI FUND |
| 20-22 | Fund identity code | XYZ |
| 23-26 | Financial year | 2019 |
| 27-40 | Date timestamp report created | 30062019090035 |
| 41-41 | Type of data indicator | O |
| 42-121 | Software product type | COMMERCIAL ABC SOFTWARE 10 |
| 122-132 | Reporting entity Australian business number | 84111122223 |
| 133-208 | Reporting entity name | HEALTH FUND A |
| 209-284 | Reporting entity trading name | blank fill |
| 285-322 | Reporting entity contact name | BARNEY RUBBLE |
| 323-337 | Reporting entity contact phone number | 07 3052 4411 |
| 338-352 | Reporting entity facsimile number | 07 3052 4412 |
| 353-428 | Reporting entity email address | admin@hfa.com.au |
| 429-466 | Reporting entity street address line 1 | 10 BAM BAM STREET |
| 467-504 | Reporting entity street address line 2 | Blank fill |
| 505-531 | Reporting entity street address suburb, town or locality | BETTYVILLE |
| 532-534 | Reporting entity street address state or territory | QLD |
| 535-538 | Reporting entity street address postcode | 4222 |
| 539-558 | Reporting entity street address country | blank fill |
| 559-596 | Reporting entity postal address line 1 | PO BOX 22 |
| 597-634 | Reporting entity postal address line 2 | blank fill |
| 635-661 | Reporting entity postal address suburb, town or locality | BETTYVILLE |
| 662-664 | Reporting entity postal address state or territory | QLD |
| 665-668 | Reporting entity postal address postcode | 4222 |
| 669-688 | Reporting entity postal address country | blank fill |
| 689-750 | Filler | blank fill |

Individual identity data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | MBRNTITY |
| 12-14 | Fund identity code | XYZ |
| 15-29 | Policy membership number | PEB205547 |
| 30-44 | Unique personal identifier | BAMMBAMM1 |
| 45-74 | Individual surname or family name | FLINTSTONE |
| 75-89 | Individual first given name | BAMM-BAMM |
| 90-104 | Individual second given name | blank fill |
| 105-134 | Previous individual surname or family name | blank fill |
| 135-142 | Individual date of birth | 17081963 |
| 143-180 | Individual address line 1 | 301 COBBLESTONE WAY |
| 181-218 | Individual address line 2 | blank fill |
| 219-245 | Individual address suburb, town or locality | BEDROCK |
| 246-248 | Individual address state or territory | WA |
| 249-252 | Individual address postcode | 7077 |
| 253-272 | Individual address country | blank fill |
| 273-310 | Previous individual address line 1 | blank fill |
| 311-348 | Previous individual address line 2 | blank fill |
| 349-375 | Previous individual address suburb, town or locality | blank fill |
| 376-378 | Previous individual address state or territory | blank fill |
| 379-382 | Previous individual address postcode | 0000 |
| 383-402 | Previous individual address country | blank fill |
| 403-478 | Individual email address | bammbamm@flintstones.com.au |
| 479-493 | Individual mobile phone number | 0429 431 411 |
| 494-508 | Individual contact phone number | 08 3214 5777 |
| 509-750 | Filler | blank fill |

Individual statement data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVSTM |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | BAMMBAMM1 |
| 42-42 | Policy role | A |
| 43-57 | Unique personal identifier of other PHIIB 1 | PEBBLES1 |
| 58-72 | Unique personal identifier of other PHIIB 2 | blank fill |
| 73-87 | Unique personal identifier of other PHIIB 3 | blank fill |
| 88-102 | Unique personal identifier of other PHIIB 4 | blank fill |
| 103-104 | Number of other additional PHIIBs | 00 |
| 105-112 | Your premiums paid in the financial year | 00001400 |
| 113-120 | Your Australian Government rebate received | 00000600 |
| 121-128 | Your premiums eligible for Australian Government rebate | 00002000 |
| 129-130 | Benefit code | 30 |
| 131-750 | Filler | blank fill |

Individual statement data record

The second *Individual statement data record* for BAMM-BAMM Flintstone, is the result of payment(s) made on or after 1 April in the financial year and is reflected in a change to the benefit code.

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVSTM |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | BAMMBAMM1 |
| 42-42 | Policy role | A |
| 43-57 | Unique personal identifier of other PHIIB 1 | PEBBLES1 |
| 58-72 | Unique personal identifier of other PHIIB 2 | blank fill |
| 73-87 | Unique personal identifier of other PHIIB 3 | blank fill |
| 88-102 | Unique personal identifier of other PHIIB 4 | blank fill |
| 103-104 | Number of other additional PHIIBs | 00 |
| 105-112 | Your premiums paid in the financial year | 00000754 |
| 113-120 | Your Australian Government rebate received | 000000308 |
| 121-128 | Your premiums eligible for Australian Government rebate | 00001062 |
| 129-130 | Benefit code | 31 |
| 131-750 | Filler | blank fill |

Individual MLS data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVMLS |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | BAMMBAMM1 |
| 42-49 | Individual MLS record start date | 01072018 |
| 50-57 | Individual MLS record end date | 30062019 |
| 58-58 | Type of policy | F |
| 59-59 | Policy role | A |
| 60-750 | Filler | blank fill |

Individual identity data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | MBRNTITY |
| 12-14 | Fund identity code | XYZ |
| 15-29 | Policy membership number | PEB205547 |
| 30-44 | Unique personal identifier | PEBBLES1 |
| 45-74 | Individual surname or family name | FLINTSTONE |
| 75-89 | Individual first given name | PEBBLES |
| 90-104 | Individual second given name | blank fill |
| 105-134 | Previous individual surname or family name | blank fill |
| 135-142 | Individual date of birth (DDMMCCYY) | 22021963 |
| 143-180 | Individual address line 1 | 301 COBBLESTONE WAY |
| 181-218 | Individual address line 2 | blank fill |
| 219-245 | Individual address suburb, town or locality | BEDROCK |
| 246-248 | Individual address state or territory | WA |
| 249-252 | Individual address postcode | 7077 |
| 253-272 | Individual address country | blank fill |
| 273-310 | Previous individual address line 1 | blank fill |
| 311-348 | Previous individual address line 2 | blank fill |
| 349-375 | Previous individual address suburb, town or locality | blank fill |
| 376-378 | Previous individual address state or territory | blank fill |
| 379-382 | Previous individual address postcode | 0000 |
| 383-402 | Previous individual address country | blank fill |
| 403-478 | Individual email address | pebbles@flintstones.com.au |
| 479-493 | Individual mobile phone number | 0429 431 412 |
| 494-508 | Individual contact phone number | 08 3214 5777 |
| 509-750 | Filler | blank fill |

Individual statement data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVSTM |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | PEBBLES1 |
| 42-42 | Policy role | A |
| 43-57 | Unique personal identifier of other PHIIB 1 | BAMMBAMM1 |
| 58-72 | Unique personal identifier of other PHIIB 2 | blank fill |
| 73-87 | Unique personal identifier of other PHIIB 3 | blank fill |
| 88-102 | Unique personal identifier of other PHIIB 4 | blank fill |
| 103-104 | Number of other additional PHIIBs | 00 |
| 105-112 | Your premiums paid in the financial year | 00001400 |
| 113-120 | Your Australian Government rebate received | 00000600 |
| 121-128 | Your premiums eligible for Australian Government rebate | 00002000 |
| 129-130 | Benefit code | 30 |
| 131-750 | Filler | blank fill |

Individual statement data record

The second *Individual statement data record* for PEBBLES Flintstone, is the result of payment(s) made on or after 1 April in the financial year and is reflected in a change to the benefit code.

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVSTM |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | PEBBLES1 |
| 42-42 | Policy role | A |
| 43-57 | Unique personal identifier of other PHIIB 1 | BAMMBAMM1 |
| 58-72 | Unique personal identifier of other PHIIB 2 | blank fill |
| 73-87 | Unique personal identifier of other PHIIB 3 | blank fill |
| 88-102 | Unique personal identifier of other PHIIB 4 | blank fill |
| 103-104 | Number of other additional PHIIBs | 00 |
| 105-112 | Your premiums paid in the financial year | 00000754 |
| 113-120 | Your Australian Government rebate received | 00000308 |
| 121-128 | Your premiums eligible for Australian Government rebate | 00001062 |
| 129-130 | Benefit code | 31 |
| 131-750 | Filler | blank fill |

Individual MLS data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVMLS |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | PEBBLES1 |
| 42-49 | Individual MLS record start date | 01072018 |
| 50-57 | Individual MLS record end date | 30062019 |
| 58-58 | Type of policy | F |
| 59-59 | Policy role | A |
| 60-750 | Filler | blank fill |

Individual identity data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | MBRNTITY |
| 12-14 | Fund identity code | XYZ |
| 15-29 | Policy membership number | PEB205547 |
| 30-44 | Unique personal identifier | CHIP1 |
| 45-74 | Individual surname or family name | FLINTSTONE |
| 75-89 | Individual first given name | CHIP |
| 90-104 | Individual second given name | blank fill |
| 105-134 | Previous individual surname or family name | blank fill |
| 135-142 | Individual date of birth | 14081999 |
| 143-180 | Individual address line 1 | 301 COBBLESTONE WAY |
| 181-218 | Individual address line 2 | blank fill |
| 219-245 | Individual address suburb, town or locality | BEDROCK |
| 246-248 | Individual address state or territory | WA |
| 249-252 | Individual address postcode | 7077 |
| 253-272 | Individual address country | blank fill |
| 273-310 | Previous individual address line 1 | blank fill |
| 311-348 | Previous individual address line 2 | blank fill |
| 349-375 | Previous individual address suburb, town or locality | blank fill |
| 376-378 | Previous individual address state or territory | blank fill |
| 379-382 | Previous individual address postcode | 0000 |
| 383-402 | Previous individual address country | blank fill |
| 403-478 | Individual email address | blank fill |
| 479-493 | Individual mobile phone number | blank fill |
| 494-508 | Individual contact phone number | 08 3214 5777 |
| 509-750 | Filler | blank fill |

Individual MLS data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVMLS |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | CHIP1 |
| 42-49 | Individual MLS record start date | 01072018 |
| 50-57 | Individual MLS record end date | 30062019 |
| 58-58 | Type of policy | F |
| 59-59 | Policy role | D |
| 60-750 | Filler | blank fill |

Individual identity data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | MBRNTITY |
| 12-14 | Fund identity code | XYZ |
| 15-29 | Policy membership number | PEB205547 |
| 30-44 | Unique personal identifier | ROXY1 |
| 45-74 | Individual surname or family name | FLINTSTONE |
| 75-89 | Individual first given name | ROXY |
| 90-104 | Individual second given name | blank fill |
| 105-134 | Previous individual surname or family name | blank fill |
| 135-142 | Individual date of birth | 14081999 |
| 143-180 | Individual address line 1 | 301 COBBLESTONE WAY |
| 181-218 | Individual address line 2 | blank fill |
| 219-245 | Individual address suburb, town or locality | BEDROCK |
| 246-248 | Individual address state or territory | WA |
| 249-252 | Individual address postcode | 7077 |
| 253-272 | Individual address country | blank fill |
| 273-310 | Previous individual address line 1 | blank fill |
| 311-348 | Previous individual address line 2 | blank fill |
| 349-375 | Previous individual address suburb, town or locality | blank fill |
| 376-378 | Previous individual address state or territory | blank fill |
| 379-382 | Previous individual address postcode | 0000 |
| 383-402 | Previous individual address country | blank fill |
| 403-478 | Individual email address | blank fill |
| 479-493 | Individual mobile phone number | bank fill |
| 494-508 | Individual contact phone number | 08 3214 5777 |
| 509-750 | Filler | blank fill |

Individual MLS data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-11 | Record identifier | INDIVMLS |
| 12-26 | Policy membership number | PEB205547 |
| 27-41 | Unique personal identifier | ROXY1 |
| 42-49 | Individual MLS record start date | 01072018 |
| 50-57 | Individual MLS record end date | 30062019 |
| 58-58 | Type of policy | F |
| 59-59 | Policy role | D |
| 60-750 | Filler | blank fill |

File total data record

|  |  |  |
| --- | --- | --- |
| **Character position** | **Field name** | **Contents** |
| 1-3 | Record length | 750 |
| 4-13 | Record identifier | FILE-TOTAL |
| 14-22 | Count of Individual identity data records | 000000004 |
| 23-31 | Count of Individual statement data records | 000000004 |
| 32-40 | Count of Individual MLS data records | 000000004 |
| 41-49 | Count of total records | 000000017 |
| 50-750 | Filler | blank fill |

8 Algorithms

ABN algorithm

The ABN algorithm is a mathematical formula that tests the validity of numbers quoted as ABNs. Use of the algorithm is required, as it will minimise ABN errors and may subsequently reduce the need for contact between the funds and the ATO. It is available from [www.ato.gov.au](http://www.ato.gov.au) by searching for ABN format.

9 Amendment files

Reporting amendments

General information

Where a fund updates individual policy information after a previous report has been lodged successfully to the ATO (as indicated by the validation report status), an amended Private health insurance report may be required for the same financial year as the previous report. The report data file format, specified in this document, is to be used and the *Type of data indicator* field set to **A** in the amendment data file.

 If the validation report status is Lodgment failed for an original report for a financial year, the fund must correct any errors and lodge a corrected original report with the *Type of data indicator* field set to **O**.

Circumstances where amendments must be reported

Amendment data must be reported to the ATO for any policy where, in respect of at least one individual:

* a period of cover, as detailed in an MLS record, changes (including adding/removing or changing details for a dependant) when compared to the policy data previously reported; and/or
* PHIIB/Other PHIIB details have altered in any way. For example, due to a period of suspension and adding or removing PHIIB(s), and/or
* there has been a change to the benefit code, regardless of whether any financial details have changed, and/or
* the financial details have altered by a rounded absolute value of $10 or more when compared to the original/previous data reported for the given financial year.

attention_pms Financial details apply to the aggregated amounts reported for an individual. Therefore if an individual has two (or more) individual statement data records reported for the same policy, the $10 tolerance applies to the sum of the amounts reported in each record.

Financial details are the rounded absolute values of:

* any changes to *Your premiums paid in the financial year* field, plus
* any changes to *Your Australian Government rebate received* field.

attention_pms The absolute value is a number excluding any positive (+) or negative (-) indicators, for example the absolute value of +10 or -10 is 10.

For example:

The original *Your premiums paid in the financial year* field was reported as $1800 and an amendment was required to increase the actual value by (+) $8.78, i.e. recalculation to $1808.78 and rounded to $1809, and

The original *Your Australian Government rebate received* field was reported as $600 and an amendment was required to decrease the actual value by (-) $1.49, i.e. recalculation to $598.51 and rounded to $599.

The rounded change to the premiums eligible for Australian Government rebate is an increase of (+) $8. However, as the rounded absolute value of the change to *Your premiums paid in the financial year* field is $9 and the rounded absolute value of the change to *Your Australian Government rebate received* field is $1, the sum of the changes to the rounded absolute values equals $10 ($9 + $1) and the amendment must be reported.

Whether or not an amendment is reported is contingent on the values reported for an individual.

For example, there are two PHIIBs on a policy:

Each PHIIB has their *Your premiums paid in the financial year* field increased by (+) $4.78, rounded to $5, and

Each PHIIB has their *Your Australian Government rebate received* field decreased by (-) $4.02, rounded to $4.

The rounded absolute value change for each PHIIB is $9 and the policy as a whole changes by a rounded absolute value of $18. As neither individual has an aggregated change of $10 or more, the amendment would not need to be reported.

attention_pms Original or amended amounts reported in numeric fields must not contain decimal points, commas or $ + - or other non-numeric characters.

Discretionary choice

If there are no changes to MLS, PHIIB or benefit code details, private health insurance funds can make a discretionary choice as to whether they report none or all data related to policy amendments where the aggregated financial details for each individual on the policy have altered by a rounded, absolute value of less than $10. Refer to Providing information to members for exceptions.

What data to report

If any details for a policy need to be updated, whether the updated details apply to a single member of a policy, some members, all members or a new member, all policy details for all members for that financial year need to be reported in an amendment data file, whether details for all members are changing or not.

* If policy data should have been reported in an original report but wasn’t, the unreported data must be included in an amendment data file.
* A fund has two options with regard to how an amendment file can be created/populated for the same financial year as the successfully lodged original first report:

1. The amendment data file can be populated with data record details that relate to only those policies that need to be updated, added or cancelled.

The amendment data file would contain:

* + data record details that have been updated, and/or
  + data record details that have been added, and/or
  + data record details that have been cancelled.

attention_pms The ATO has a strong preference for this method of reporting amendment data.

**OR**

1. The amendment data file can be populated with data records that relate to all policies that were reported in the most recent successfully lodged data file (either the original or the most recently amended data file) for that financial year, regardless of whether policy details have changed or not.

The amendment data file would contain:

* + data record details that have not changed, and
  + data record details that have changed, and

data record details that were not previously reported at all for that financial year, but should have been. Refer to Cancellations for exceptions.

Cancellations

If details for a previously reported policy need to be cancelled, all that is required in the amendment data file, at the individual level, is one *Individual identity data record* and one *Individual statement data record* for one member of the policy. The *Your premiums paid in the financial year* field, *Your Australian Government rebate received* field, *Your premiums eligible for Australian Government rebate* field and *Benefit code* field must be zero filled in the *Individual statement data record*.

attention_pms If a policy has been cancelled via an amendment data file and a subsequent amendment data file is to be lodged, provided the policy is to remain cancelled, no policy details need be reported on the subsequent amendment data file in respect of the cancelled policy.

Providing information to members

It is recommended that an amended statement be issued to any affected PHIIB/s in relation to any policy for which updated details, including a cancellation, are reported to the ATO in an amendment data file.

If statements are not provided as a matter of course in the case of amendments, at the very least each PHIIB on a policy should be notified that an amendment has occurred that may affect their income tax assessment. If a notification is made to a PHIIB that an amended statement is available if needed, advice as to how to obtain a copy of an amended statement should be provided in the notification.

Information should be provided to each affected PHIIB to the effect that if their tax return for the relevant financial year:

* has already been lodged
  + they should, if they lodge through a tax agent, make their agent aware their private health insurance details have changed; or
  + if they self lodge, consider lodging an amended tax return using the amended statement details.
* hasn’t yet been lodged, the pre-fill details as provided by the ATO should be based on the amended data and therefore would be correct.

Although funds have the discretion to not report amended policy data for a policy where the financial details for each individual on the policy have altered by an aggregated, rounded absolute value of less than $10, if any member of the fund policy has:

* had a period of cover change, as would be detailed in an MLS record, and/or
* an updated statement issued, for example, due to a member request,

then the fund must include updated policy details in an amendment file.

Amendment file example scenarios

**Example 1** - a policy had 9 records in an original file reported:

* 2 *Individual identity data records* (1 x husband, 1 x wife)
* 4 *Individual statement data records* (2 x husband, 2 x wife)
* 3 *Individual MLS data records* (2 x husband, 1 x wife), and

the only detail to be changed was the end date on a single *Individual MLS data record* (for husband).

Even though only 1 of the 9 records needed to be updated, the amendment file would contain 9 records for the policy:

* 2 *Individual identity data records* (1 x husband, 1 x wife)
* 4 *Individual statement data records* (2 x husband, 2 x wife)
* 3*Individual MLS data records* (2 x husband, 1 x wife)

**Example 2** - a policy had 10 records in an original file reported:

* 3 *Individual identity data records* (1 x husband, 1 x wife, 1 x child)
* 4 *Individual statement data records* (2 x husband, 2 x wife)
* 3 *Individual MLS data records* (1 x husband, 1 x wife, 1 x child), and

the *Individual MLS data record* for the dependant was cancelled. The amendment file would contain 8 records only for the policy.

* 2 Individual identity data records (1 x husband, 1 x wife)
* 4 Individual statement data records (2 x husband, 2 x wife)
* 2Individual MLS data records (1 x husband, 1 for wife)

The *Individual MLS data record* for the cancelled dependant (child) member was not reported on the Amendment file. Receipt of an *Individual statement data record* for the policy/year/fund on the Amendment file resulted in the automatic cancellation of all previously reported records for the policy for the year from that fund. The data reported on the amendment file will be the only active data on ATO records.

10 More information

Electronic specifications

If anything in this specification needs clarification, email [ato-ereporting@ato.gov.au](mailto:ato-ereporting@ato.gov.au)

Fund enquiries

For more information about the Private health insurance annual report, lodgment issues and reporting obligations:

* email the private health insurance area at [ato-dmi@ato.gov.au](mailto:ato-dmi@ato.gov.au),
* phone **1800 072 681**, or
* write to us at:

Australian Taxation Office

P.O. Box 2090

CHERMSIDE CENTRE QLD 4032

Software developers homepage

Software developers, both in-house and commercial, who are developing or updating electronic private health insurance reporting software, should use this specification for developing their application.

The Software developers homepage website at [**http://softwaredevelopers.ato.gov.au**](http://softwaredevelopers.ato.gov.au) has been designed to facilitate a partnership between the software development industry and the ATO and provides the following:

* a self-testing model allowing software developers to check their product, package, program or system against ATO test scenarios or relevant format testing;
* access to information relevant to all software developers to assist in the development of tax-related software; and
* a software product register which business entities can access to find products that will assist in meeting tax-related obligations.

Lodging the Declaration of compliance automatically lists the product(s) on the Software developers homepage Product register. Software developers that have listed their product on the Product register may direct users to the website at [**http://softwaredevelopers.ato.gov.au**](http://softwaredevelopers.ato.gov.au) for confirmation that the product has met ATO requirements. Developers who do not need to register in order to list products may still receive emails detailing significant issues by using the subscription service available from the site. Registering or subscribing for updates is recommended for both in-house and commercial software developers.

For more information on the Software developers homepage website, contact SILU:

* phone **1300 139 052**
* email [**DPO@ato.gov.au**](mailto:DPO@ato.gov.au)

11 Checklist

The following checklist will help to ensure that important steps in the preparation of the Private health insurance report data file have been followed.

□ All data records must be **750** characters in length.

□The file name must be **HICPHIIS**.