

Member Data Demographics Record

MD20 Record

This record provides basic enrollment information for TRS eligible employees. It replaces the member “Enrollment Form” (TRS 5). Submit this record when enrolling new members* for the report month. When enrolling a new member send an MD 20, MD 30 and MD 40 record the first month the member is reported. All fields must be padded to their full length. Left pad numeric fields with 0. Right pad alpha fields with spaces.

IMPORTANT NOTE: Submit MD records (MD 20, MD 30 and MD 40) ONLY for TRS members who are currently reported or will be reported on your Regular Payroll report. Do not send records for retirees, beneficiaries, or employees who are not otherwise eligible for TRS benefits (i.e. substitutes, less than ½ time employees, persons no longer employed by you, etc.)

Note: If a member’s name consists of only one name, it must be placed in the “Last Name” field and the other name fields padded with spaces.

Beginning Position	Ending Position	Element	Length	Description
1	4	TRS District Number	N4	TRS assigned district number <i>Must match lead record</i>
5	6	Report Type Code="MD"	A2	Code indicating type of report <i>Must match lead record</i>
7	8	Record Type Code="20"	N2	Code indicating type of record
9	17	Member Identification Number	N9	Member identification number (social security number or TRS assigned number)
18	18	Member Identification Code	A1	Code indicating type of member identification number (S=SSN or T=TRS assigned number)
19	26	Date of Birth	N8	Member date of birth (DOB) in MMDDYYYY format
27	27	Gender Code	A1	Member sex (F or M)
28	52	Last Name	A25	Member last name <i>Hyphens and apostrophes are acceptable on all names</i>
53	77	First Name	A25	Member first name

78	81	Generation	A4	Jr., Sr., I, II, III, etc,
82	106	Middle Name	A25	Member middle name
107	107	U.S. Citizen Code	A1	Code indicating member is U.S. Citizen (Y or N), if unknown, a space may be substituted for the "Y" or "N"
108	200	Blank	A93	Pad with spaces
<p>Last Updated on 3/24/2014 By Teacher Retirement System of Texas</p>				