

Member Data Address Record

MD30 Record

This record provides the member address at enrollment. It is also used to change or correct an address previously submitted. All fields must be padded to their full length. Left pad numeric fields with 0. Right pad alpha fields with spaces. **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="30"	N2	Code indicating type of record
9	17	Member Identification Number	N9	Member identification number (social security number or TRS assigned number)
18	25	Date of Birth	N8	Member date of birth (DOB) in MMDDYYYY format
26	26	Gender Code	A1	Member sex (F or M)
27	51	Last Name	A25	Member last name <i>Hyphens and apostrophes are acceptable on all names</i>
52	52	First Initial	A1	Member first initial
53	56	Generation	A4	Jr., Sr., I, II, III, etc,
57	57	Middle Initial	A1	Member middle initial
58	97	Address Line 1	A40	Primary address line (street) <i>Cannot be blank</i>
98	137	Address Line 2	A40	Secondary address line (apartment or suite)
138	162	City	A25	City - <i>Hyphens, apostrophes and spaces are acceptable</i> Not used for foreign addresses.

163	164	State Code	A2	2 alpha character state code. If submitting a foreign address, enter a code of 'FC' and include a record type 31 record to complete the address.
165	175	Postal Code (Zip Code + 4)	A11	Zip code. If using "plus 4", place a hyphen (-) between the zip code and the "plus 4"
176	185	Home Phone	A10	3 digit area code + 7 digit phone (no edit characters)
186	200	Blank	A15	Pad with spaces

*Last Updated on 12/19/2003
By Teacher Retirement System of Texas*