Data Element Name: **Address, Mailing**

The employee's mailing address:

(25 characters) - Street number and name, P.O. box, or route and box number

(10 characters) - Apartment number, building number, etc.

(20 characters) - City and state. Positions 19-20 must be a two-character state code. (See attached table of state codes in Appendix H.)

(9 characters) - Zip code left justified.

NOTE: These are fixed fields.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

**Length:** 64

**Data Type:** Alphanumeric

**Year Implemented:** 9192

**State Standard:** No

**Use Types:**
- State Reporting: Yes
- Local Accountability: Yes

**Formats Required:**
- Staff Payroll Information DB9 30x

**Surveys Required:**
- Survey 2 Yes
- Survey 3 Yes

**Appendices:**
- Appendix H: State Codes

**Description of Changes:** None