

Column	Field (*required field)	Example Values	Formatting Guidelines
A	Form Type	3921	
B	Tax Year	2023	
C	Transferor TIN Type*	SSN	· Must be entered as "SSN" and "EIN"
D	Transferor Taxpayer ID Number*	123-23-1234	· Digits and dashes only · Business TINs (EIN) must be in XX-XXXXXXX format · Individual TINs (SSN) must be in XXX-XX-XXXX format
E	Transferor Name Type*	B	· Must be entered as "B" for Business Name or "I" for Individual
F	Transferor Business or Entity Name Line 1*	John Finch Company	· Required if Name Type = "B" · Length: Max 40 characters · May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&), and apostrophe (') · May not contain leading, trailing, and adjacent spaces
G	Transferor Business or Entity Name Line 2		· Length: Max 40 characters · May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&), apostrophe ('), slash (/), and percent (%) · May not contain leading, trailing, and adjacent spaces
H	Transferor First Name	John	· Required if Name Type = "I" · Required if Last Name is filled out · Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
I	Transferor Middle Name	James	· Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
J	Transferor Last Name (Surname)	Finch	· Required if Name Type = "I" · Required if First Name is filled out · Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
K	Transferor Suffix		· Length: Max 20 characters · May only contain alphabet letters, blanks ( ) and hyphens (-) · May not contain leading, trailing, and adjacent spaces
L	Transferor Country*	US	· Must be entered according to their designated country abbreviation · Link to country abbreviations: <a href="https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file">https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file</a>
M	Transferor Address Line 1*	1234 Midway Rd	· Length: Max 35 characters · May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash ( / ) space ( ) · May not contain leading, trailing, and adjacent spaces

N	Transferor Address Line 2		<ul style="list-style-type: none"> <li>Length: Max 35 characters</li> <li>May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash ( / ) space ( )</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
O	Transferor City/Town*	Dallas	<ul style="list-style-type: none"> <li>Length: Max 40 characters</li> <li>May only be alphabet characters and the following special characters: space ( )</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
P	Transferor State/Province/Territory*	Texas (TX)	<ul style="list-style-type: none"> <li>[Domestic]</li> <li>Must be entered as their 2 letter abbreviation</li> <li>Link to 2 letter abbreviation: <a href="https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf">https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf</a></li> <li>[Foreign]</li> <li>Length: Max 17 characters</li> <li>Alpha-numeric characters (A-Z, 0-9) and spaces only</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
Q	Transferor ZIP/Postal Code*	12309	<ul style="list-style-type: none"> <li>[Domestic]</li> <li>Length: Exactly 5, 9 or 12 characters</li> <li>Digits only</li> <li>[Foreign]</li> <li>Length: Max 9 characters</li> <li>Alpha-numeric characters only (A-Z, 0-9)</li> </ul>
R	Transferor Phone Type	D	<ul style="list-style-type: none"> <li>Must be entered as "D" for Domestic or "I" for International</li> </ul>
S	Transferor Phone	2145555555	<ul style="list-style-type: none"> <li>Domestic Phone must be in one of the following formats: 1231231234, 123-123-1234, (123) 123-1234</li> <li>International Phone must be 15 digits or less and may only include the "+" symbol at the beginning</li> </ul>
T	Employee TIN Type	SSN	<ul style="list-style-type: none"> <li>Required if TaxEmployee ID Number is entered.</li> <li>Must be entered as "SSN", "EIN", "ATIN", "ITIN", "QI-EIN", or "UND"</li> </ul>
U	Employee Taxpayer ID Number	123-23-1234	<ul style="list-style-type: none"> <li>Business TINs (EIN, QI-EIN) must be in XX-XXXXXXX format</li> <li>Individual TINs (SSN, ITIN, ATIN) must be in XXX-XX-XXXX format</li> <li>Undeterminable TINs (UND) must be in XXXXXXXXXX format</li> </ul>
V	Employee Name Type*	I	<ul style="list-style-type: none"> <li>Must be entered as "B" for Business Name or "I" for Individual</li> </ul>
W	Employee Business or Entity Name Line 1	ABC123	<ul style="list-style-type: none"> <li>Required if Name Type = "B"</li> <li>Length: Max 40 characters</li> <li>May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&amp;), and apostrophe (')</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>

X	Employee Business or Entity Name Line 2		<ul style="list-style-type: none"> <li>Length: Max 40 characters</li> <li>May only contain alphabet letters, numbers, blank space ( ), and the following special characters: hyphen (-), pound (#), parentheses ( ), ampersand (&amp;), apostrophe ('), slash (/), and percent (%)</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
Y	Employee First Name	Sarah	<ul style="list-style-type: none"> <li>Required if Name Type = "I"</li> <li>Required if Last Name is filled out</li> <li>Length: Max 20 characters</li> <li>May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
Z	Employee Middle Name	Jasmin	<ul style="list-style-type: none"> <li>Length: Max 20 characters</li> <li>May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
AA	Employee Last Name (Surname)	Finch	<ul style="list-style-type: none"> <li>Required if Name Type = "I"</li> <li>Required if First Name is filled out</li> <li>Length: Max 20 characters</li> <li>May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
AB	Employee Suffix		<ul style="list-style-type: none"> <li>Length: Max 20 characters</li> <li>May only contain alphabet letters, blanks ( ) and hyphens (-)</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
AC	Employee Country*	US	<ul style="list-style-type: none"> <li>Must be entered according to their designated country abbreviation</li> <li>Link to country abbreviations: <a href="https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file">https://www.irs.gov/e-file-providers/foreign-country-code-listing-for-modernized-e-file</a></li> </ul>
AD	Employee Address Line 1*	1234 Midway Rd	<ul style="list-style-type: none"> <li>Length: Max 35 characters</li> <li>May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash ( / ) space ( )</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
AE	Employee Address Line 2		<ul style="list-style-type: none"> <li>Length: Max 35 characters</li> <li>May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash ( / ) space ( )</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>
AF	Employee City/Town*	Dallas	<ul style="list-style-type: none"> <li>Length: Max 40 characters</li> <li>May only be alphabet characters and the following special characters: space ( )</li> <li>May not contain leading, trailing, and adjacent spaces</li> </ul>

AG	Employee State/Province/Territory*	TX	[Domestic] <ul style="list-style-type: none"> <li>· Must be entered as their 2 letter abbreviation</li> <li>· Link to 2 letter abbreviation: <a href="https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf">https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf</a></li> </ul> [Foreign] <ul style="list-style-type: none"> <li>· Length: Max 17 characters</li> <li>· Alpha-numeric characters (A-Z, 0-9) and spaces only</li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul>
AH	Employee ZIP/Postal Code*	12309	[Domestic] <ul style="list-style-type: none"> <li>· Length: Exactly 5, 9 or 12 characters</li> <li>· Digits only</li> </ul> [Foreign] <ul style="list-style-type: none"> <li>· Length: Max 9 characters</li> <li>· Alpha-numeric characters only (A-Z, 0-9)</li> </ul>
AI	Office Code	1234	<ul style="list-style-type: none"> <li>· Length: Exactly 4 digits</li> </ul>
AJ	Form Account Number	ABC12345	<ul style="list-style-type: none"> <li>· Length: Max 20 characters</li> <li>· May not be the same as the Payer or Recipient Taxpayer ID Number</li> </ul>
AK	Box 1 - Date Option Granted*	03/01/2023	<ul style="list-style-type: none"> <li>· Length: Max 8 characters</li> <li>· Digits only</li> <li>· Date field must be in MM/DD/YYYY format</li> </ul>
AL	Box 2 - Date Option Exercised*	03/01/2023	<ul style="list-style-type: none"> <li>· Length: Max 8 characters</li> <li>· Digits only</li> <li>· Date field must be in MM/DD/YYYY format</li> </ul>
AM	Box 3 - Exercise Price Per Share	1000	<ul style="list-style-type: none"> <li>· \$0 to \$999,999,999,999,999</li> <li>· Cannot be negative</li> <li>· Digits only except 1 decimal is allowed</li> <li>· Must have no more than two digits after the decimal. Check for long numbers in money amount fields that may have been formatted in scientific notation. For example: 1.045E+5.</li> </ul>
AN	Box 4 - Fair Market Value Per Share on Exercise Date	500.50	<ul style="list-style-type: none"> <li>· \$0 to \$999,999,999,999,999</li> <li>· Cannot be negative</li> <li>· Digits only except 1 decimal is allowed</li> <li>· Must have no more than two digits after the decimal. Check for long numbers in money amount fields that may have been formatted in scientific notation. For example: 1.045E+5.</li> </ul>
AO	Box 5 - Number of Shares Transferred*	1000	<ul style="list-style-type: none"> <li>· Length: Max 10 characters</li> <li>· Must be integer(s)</li> </ul>
AP	Box 6 - If other than TRANSFEROR, provide name of corporation whose stock is being transferred	ABC123	<ul style="list-style-type: none"> <li>· Length: Max 40 characters</li> <li>· May only contain alphabet letters, numbers, blank space (), and the following special characters: hyphen (-), pound (#), parentheses (), ampersand (&amp;), and apostrophe (')</li> <li>· May not contain leading, trailing, and adjacent spaces.</li> </ul>

AQ	Box 6 - If other than TRANSFEROR, provide address of corporation whose stock is being transferred	Transferor Address section header, not to be filled out by user.	
AR	Country	US	· Must be entered according to their designated country abbreviation.
AS	Address Line 1	1234 Midway Rd	<ul style="list-style-type: none"> <li>· Length: Max 35 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash (/) single space ( )</li> <li>· Must be less than or equal to 35 characters.</li> <li>· May not contain leading, trailing, and adjacent spaces</li> <li>· Address fields are optional, but if filled in, domestic addresses should include Country, Address Line 1, City/Town, State/Province/Territory, and ZIP/Postal code. Foreign addresses must include Country and Address Line 1.</li> </ul>
AT	Address Line 2	Unit 123	<ul style="list-style-type: none"> <li>· Length: Max 35 characters</li> <li>· May only be alpha-numeric characters and the following special characters: hyphen ( - ) slash (/) single space ( )</li> <li>· Must be less than or equal to 35 characters.</li> <li>· May not contain leading, trailing, and adjacent spaces</li> <li>· Address fields are optional, but if filled in, domestic addresses should include Country, Address Line 1, City/Town, State/Province/Territory, and ZIP/Postal code. Foreign addresses must include Country and Address Line 1.</li> </ul>
AU	City/Town	Midway	<ul style="list-style-type: none"> <li>· Length: Max 40 characters</li> <li>· May only be alphabet characters and the following special characters: space ( )</li> <li>· Must be less than or equal to 40 characters.</li> <li>· May not contain leading, trailing, and adjacent spaces</li> <li>· Address fields are optional, but if filled in, domestic addresses should include Country, Address Line 1, City/Town, State/Province/Territory, and ZIP/Postal code. Foreign addresses must include Country and Address Line 1.</li> </ul>

AV	State/Province/Territory	VA	<ul style="list-style-type: none"> <li>· Length: Max 2 characters</li> <li>· Must be entered as their 2 letter abbreviation.</li> <li>· Link to 2 letter abbreviation: <a href="https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf">https://www.irs.gov/pub/irs-utl/zip_code_and_state_abbreviations.pdf</a></li> <li>· May not contain leading, trailing, and adjacent spaces</li> </ul> <p>[Foreign]</p> <ul style="list-style-type: none"> <li>· Length: Max 17 characters</li> <li>· Must be less than or equal to 17 characters.</li> <li>· Alpha-numeric characters (A-Z, 0-9) and spaces only</li> <li>· May not contain leading, trailing, and adjacent spaces</li> <li>· Address fields are optional, but if filled in, domestic addresses should include Country, Address Line 1, City/Town, State/Province/Territory, and ZIP/Postal code. Foreign addresses must include Country and Address Line 1.</li> </ul>
AW	ZIP/Postal Code	12345	<p>[Domestic]</p> <ul style="list-style-type: none"> <li>· Length: Exactly 5, 9 or 12 characters</li> <li>· Digits only</li> </ul> <p>[Foreign]</p> <ul style="list-style-type: none"> <li>· Length: Max 9 characters</li> <li>· Alpha-numeric characters only</li> </ul> <p>· Address fields are optional, but if filled in, domestic addresses should include Country, Address Line 1, City/Town, State/Province/Territory, and ZIP/Postal code. Foreign addresses must include Country and Address Line 1.</p>
AX	Box 6 - If other than TRANSFEROR, provide TIN of corporation whose stock is being transferred	23-3451231	<ul style="list-style-type: none"> <li>· Length: Exactly 9 characters</li> <li>· Digits and dashes only</li> <li>· Must be in this format XX-XXXXXXX</li> </ul>