Florida New Hire Reporting Center

P.O. Box 6500 Tallahassee, FL 32314-6500
Toll Free (in Florida only) (888) 854-4791 / Local (850) 656-3343
Fax (888) 854-4762
https://newhireweb.floridarevenue.com

New Hire Data Layout Instructions Microsoft Excel Columnar Format

The Florida New Hire Reporting Center offers the following Excel format as an alternative electronic reporting option.

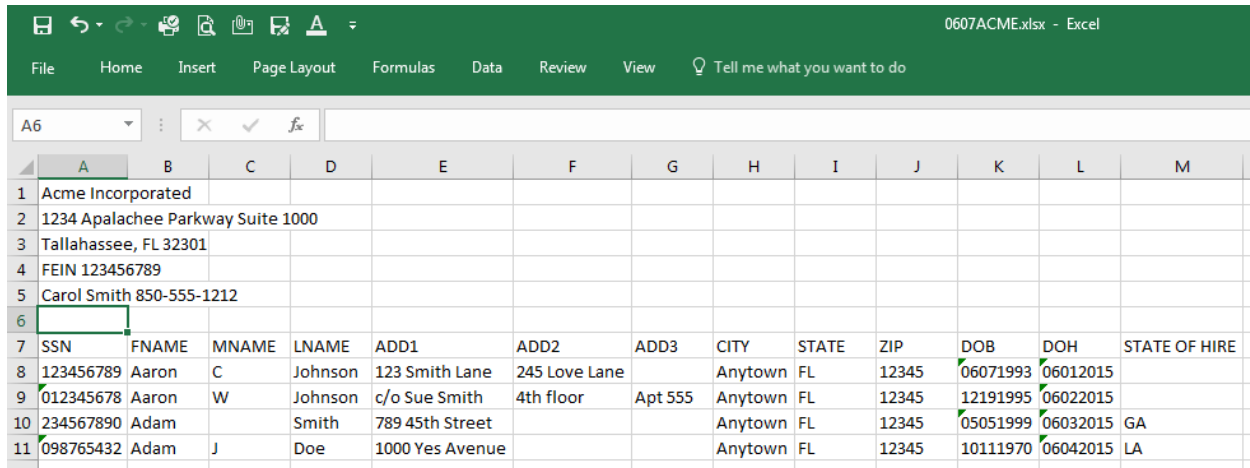Note: For faster processing, employers with multiple FEINs are asked to submit a separate Excel file for each FEIN.

Format

Using your existing employee database (HR or Payroll software), please export the required information into an Excel spreadsheet following the format instructions below.

1. Open a new, blank Excel spreadsheet (Microsoft Excel 5.0 or greater)
2. Enter information about the hiring employer:
   - Cell A1: Name
   - Cell A2: Address
   - Cell A3: City, state, and zip code
   - Cell A4: FEIN
   - Cell A5: Contact person
3. Leave Row 6 blank
4. Beginning in Row 7, create 13 columns with the following titles. All columns should be formatted as text.
   - **SSN** – 9-digit employee social security number; include leading zeros; remove hyphens and spaces.
   - **FNAME** – employee first name
   - **MNAME** – employee middle name
   - **LNAME** – employee last name
   - **ADD1** – employee address, line 1
   - **ADD2** – employee address, line 2
   - **ADD3** – employee address, line 3
   - **CITY** – employee city
   - **STATE** – employee state: two (2) letter abbreviation, i.e., FL, GA, LA
   - **ZIP** – employee five (5) digit zip code: no zip plus four (4)
   - **DOB** – employee date of birth should be in MMDDYYYY format. For example, April 7, 1977 would be 04071977. Please ensure you do not format this column as a date column, as hyphens or slashes will cause the file to become unusable.
   - **DOH** – employee hire date in MMDDYYYY format. For example, April 25, 2013 would be 04252013. Please ensure you do not format this column as a date column, as hyphens or slashes will cause the file to become unusable. Future dates should not be included.
   - **STATE OF HIRE** – employee state of hire: provided for employers who have employees in two (2) or more states and wish to submit their new hire reports only to the Florida New Hire Reporting Center: two (2) letter abbreviation, i.e., FL, GA, LA

Please see the image below for an example:

After creating your spreadsheet by either entering the data or exporting it from your software, please ensure the format matches the above layout before uploading.

Please ensure your final spreadsheet meets these requirements:

- Contains new hire data for a single FEIN; a separate Excel file is submitted for each FEIN
- Column names match exactly to the names listed above
- All columns formatted as text
- All data contained on one sheet; multiple sheets are not supported
- No hyphens, slashes, or other special characters are permitted in the SSN, CITY, STATE, DOB, and DOH fields
- Use 5-digit zip code format only
- No additional columns, hidden columns, or hidden rows
- Leading zeros in SSN, ZIP, DOB, and DOH columns are present

When you are ready to save your file, please name the file with the day of the month you are creating it and a four-letter abbreviation for your company. For example:

Acme Incorporated, file created on November 6th = 1106acme.xls

Skippy's Crab Factory, file created on February 1st = 0201SCFA.xls

When the file is saved, transmit it to our Center using the link provided on the **Upload A File** page of the Florida New Hire Reporting Center website.

Please see our Help Center on the Florida New Hire Reporting Center website or contact our office for additional information or assistance at the number provided above.