

# Child Support Services for Employers

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<https://servicesforemployers.floridarevenue.com/Web>

## **New Hire Data Layout Instructions Microsoft Excel Columnar Format**

The Child Support Services for Employers 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 Child Support Services for Employers: two (2) letter abbreviation, i.e., FL, GA, LA

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Please see the image below for an example:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Acme Incorporated												
2	1234 Apalachee Parkway Suite 1000												
3	Tallahassee, FL 32301												
4	FEIN 123456789												
5	Carol Smith 850-555-1212												
6													
7	SSN	FNAME	MNAME	LNAME	ADD1	ADD2	ADD3	CITY	STATE	ZIP	DOB	DOH	STATE OF HIRE
8	123456789	Aaron	C	Johnson	123 Smith Lane	245 Love Lane		Anytown	FL	12345	06071993	06012015	
9	012345678	Aaron	W	Johnson	c/o Sue Smith	4th floor	Apt 555	Anytown	FL	12345	12191995	06022015	
10	234567890	Adam		Smith	789 45th Street			Anytown	FL	12345	05051999	06032015	GA
11	098765432	Adam	J	Doe	1000 Yes Avenue			Anytown	FL	12345	10111970	06042015	LA

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 6<sup>th</sup> = 1106acme.xls

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

When the file is saved, transmit it to our Center using the link provided on the **Upload New Hire File** page of the Child Support Services for Employers website.

Please see our **Help** page on the Child Support Services for Employers website or contact our office for additional information or assistance at the number provided above.