

Child Support Services for Employers

PO Box 6500 Tallahassee, FL 32314-6500

Toll Free (in Florida only): 888-854-4791 **Local:** 850-656-3343

Fax: 888-854-4762

<https://servicesforemployers.floridarevenue.com>



New Hire Independent Contractors Layout Instructions Microsoft Excel Columnar Format

The Child Support Services for Employers offers the following Excel format as an alternative electronic reporting option.

Format: Please submit the Excel spreadsheet with the following format instructions below.

1. Open a new, blank Excel spreadsheet (Microsoft Excel 97 or greater)
2. Enter information about the hiring Employer/Service Recipient:
 - 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 14 columns with the following titles. All columns should be formatted as text.
 - **SSN/ITIN** – (SSN & ITIN: 9-digit Employee/Independent Contractor social security number or individual tax id number; include any leading zeros; remove hyphens and spaces)
 - **FNAME** – Employee/Independent Contractor first name
 - **MNAME** – Employee/Independent Contractor middle name
 - **LNAME** – Employee/Independent Contractor last name
 - **ADD1** – Employee/Independent Contractor address, line 1
 - **ADD2** – Employee/Independent Contractor address, line 2
 - **ADD3** – Employee/Independent Contractor address, line 3
 - **CITY** – Employee/Independent Contractor city
 - **STATE** – Employee/Independent Contractor state: two (2) letter abbreviation, i.e., FL, GA, LA
 - **ZIP** – Employee/Independent Contractor five (5) digit zip code: no zip plus four (4)
 - **DOB** – Employee/Independent Contractor 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/Independent Contractor 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/Independent Contractor 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
 - **Independent Contractor** – Yes, No (Leave blank)

Please see the image below for an example:

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employer/Service Recipient													
2	2300 Virginia Ave													
3	Fort Pierce, FL 34982													
4	FEIN 987654321													
5	Marcela Hoel 123-456-7890													
6														
7	SSN/ITIN	FNAME	MNAME	LNAME	ADD1	ADD2	ADD3	CITY	STATE	ZIP	DOB	DOH	STATE OF HIRE	Independent Contractor
8	123456789	Christine		Soto	6741 Woods Island Circle			Port St Lucie	FL	34952	01071988	06082021	FL	
9	123456788	Gina		Dinello	1682 SW Davis Street			Port St Lucie	FL	34953	05141968	06082021	FL	Yes
10	123456799	Maria		Almodovar	1172 SW Alcantarra Blvd			Port St Lucie	FL	34953	01301967	06082021	FL	Yes
11	123456792	Belinda		Bowers	4246 SW Utterback St			Port St Lucie	FL	34953	08231973	06082021	FL	
12														
13														
14														
15														
16														

After creating your spreadsheet by either entering the data, 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 Employer/Service Recipient; a separate Excel file is submitted for each Employer/Service Recipient.
- 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, ITIN, 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, ITIN, 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 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.