



Tips for Completing Your Spreadsheet

Do not change the format of any cell in the spreadsheet.

SSN/ITIN must be 9 digits

Example:

123456789

123-45-6789

Birthdate can be in any of the following formats:

Example:

01/01/1970

1/1/1970

01/1/1970

1/01/1970

01011970

Address must be the employee's physical residence (not a P.O. Box). Use the state's two-letter postal code, not the full state name or any other abbreviation. Enter a 5-digit ZIP code with an optional 4-digit extension.

Example:

1 Main St | Apt 1 | Chicago | IL | 60601-0001

Phone number is required and can be in any of the following formats. If you do not have an individual phone number, enter a business phone.

Example:

555-555-5555

5555555555

(555)-555-5555

(555) 555 5555

No more than **2000 employees** may be added to an Excel spreadsheet. If you have more than 2000 employees, you will need to upload multiple spreadsheets.

For more information  clientservices@ilsecurechoice.com  855-650-6913  Mon - Fri 8 a.m. - 8 p.m. CT