





Tips for Completing the IL Contribution File Content

<table border="1"> <thead> <tr> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>Last name</td> <td>First name</td> </tr> <tr> <td>Public</td> <td>John</td> </tr> </tbody> </table>	A	B	Last name	First name	Public	John		<p>Last name & First Name Enter the first and last names separately in their designated columns.</p>
A	B							
Last name	First name							
Public	John							
<table border="1"> <thead> <tr> <th>C</th> </tr> </thead> <tbody> <tr> <td>SSN</td> </tr> <tr> <td>111633632</td> </tr> <tr> <td>444-84-6366</td> </tr> <tr> <td>888-44-111</td> </tr> </tbody> </table>	C	SSN	111633632	444-84-6366	888-44-111		<p>SSN/ITIN This field must be 9 digits.</p> <p>Example: 123456789 123-45-6789</p>	
C								
SSN								
111633632								
444-84-6366								
888-44-111								
<table border="1"> <thead> <tr> <th>D</th> </tr> </thead> <tbody> <tr> <td>Contribution amount*</td> </tr> <tr> <td>52.30</td> </tr> <tr> <td>17.98</td> </tr> <tr> <td>0.00</td> </tr> </tbody> </table>	D	Contribution amount*	52.30	17.98	0.00		<p>Contribution amount Dollar amount must be in nn.nn format. Do not include the dollar sign (\$).</p> <p>Example: 104.82 2.53 31.00</p>	
D								
Contribution amount*								
52.30								
17.98								
0.00								
<table border="1"> <thead> <tr> <th>E</th> </tr> </thead> <tbody> <tr> <td>External Payroll ID</td> </tr> <tr> <td>4GT557YMN</td> </tr> <tr> <td>4drpp67m332</td> </tr> <tr> <td>4DgLn45r3e78s399</td> </tr> </tbody> </table>	E	External Payroll ID	4GT557YMN	4drpp67m332	4DgLn45r3e78s399		<p>External payroll ID This field must be 25 alphanumeric characters and contain no spaces.</p> <p>Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5</p>	
E								
External Payroll ID								
4GT557YMN								
4drpp67m332								
4DgLn45r3e78s399								

Questions? We're here to help.


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 (855) 650-6914 8 a.m. – 8 p.m. CT Monday through Friday