





Tips for Completing the IL Census File Content

Do not change the format of any cell in the spreadsheet. Enter the information as shown.

<table border="1"> <thead> <tr> <th colspan="2">A</th> </tr> </thead> <tbody> <tr> <td colspan="2">SSN/ITIN*</td> </tr> <tr> <td colspan="2">123456789</td> </tr> <tr> <td colspan="2">123-45-6789</td> </tr> </tbody> </table>	A		SSN/ITIN*		123456789		123-45-6789		<p>SSN/ITIN must be 9 digits. Example: 123456789 123-45-6789</p>										
A																			
SSN/ITIN*																			
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<table border="1"> <thead> <tr> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>First name*</td> <td>M.I.</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th>D</th> <th>E</th> </tr> <tr> <td>Last name*</td> <td>Suffix</td> </tr> <tr> <td colspan="2"> </td> </tr> </tbody> </table>	B	C	First name*	M.I.			D	E	Last name*	Suffix			<p>Name Fields Enter first name, middle initial, last name, and suffix separately in their designated columns.</p>						
B	C																		
First name*	M.I.																		
D	E																		
Last name*	Suffix																		
<table border="1"> <thead> <tr> <th>F</th> </tr> </thead> <tbody> <tr> <td>Birthdate*</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1/1/1970</td> </tr> <tr> <td>1011970</td> </tr> </tbody> </table>	F	Birthdate*	1/1/1970	1/1/1970	1/1/1970	1/1/1970	1011970	<p>Birthdate can be in any of the following formats. Example: 01/01/1970 1/1/1970 01/1/1970 1/01/1970 01011970</p>											
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<table border="1"> <thead> <tr> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>Physical Address 1*</td> <td>Physical Address 2</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th>I</th> <th>J</th> </tr> <tr> <td>Physical City*</td> <td>Physical State*</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th colspan="2">K</th> </tr> <tr> <td colspan="2">Physical ZIP Code*</td> </tr> <tr> <td colspan="2"> </td> </tr> </tbody> </table>	G	H	Physical Address 1*	Physical Address 2			I	J	Physical City*	Physical State*			K		Physical ZIP Code*				<p>Physical address These are required fields and must be the employee's physical residence, not a P.O. Box.</p> <p>Use the states 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.</p> <p>Example: 1 Main St Apt 1 Chicago IL 60007-0001</p>
G	H																		
Physical Address 1*	Physical Address 2																		
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Physical City*	Physical State*																		
K																			
Physical ZIP Code*																			

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

<p style="text-align: center;">L</p> <p>Primary Phone*</p> <p>555-555-5555</p> <p>(555)-555-5555</p> <p>(555) 555 5555</p> <p>5555555555</p>	<p>Primary phone</p> <p>The primary 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.</p> <p>Example: 555-555-5555 (555)-555-5555 (555) 555 5555 5555555555</p>																		
<p style="text-align: center;">M</p> <p>Email</p>	<p>Email</p> <p>We will use employee email addresses to notify them about the program and their options for participation.</p> <p>If you do not have an email address for the employee, leave the field blank.</p>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">O</td> </tr> <tr> <td>Mailing Address 1</td> <td>Mailing Address 2</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">P</td> <td style="text-align: center;">Q</td> </tr> <tr> <td>Mailing City</td> <td>Mailing State</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: center;">R</td> </tr> <tr> <td colspan="2">Mailing ZIP Code</td> </tr> <tr> <td colspan="2"> </td> </tr> </table>	N	O	Mailing Address 1	Mailing Address 2			P	Q	Mailing City	Mailing State			R		Mailing ZIP Code				<p>Mailing address</p> <p>Mailing address fields are optional. If a value is entered in any of the fields, you must provide a complete address.</p> <p>Example: 1 Main St Apt 1 Chicago IL 60007-0001</p>
N	O																		
Mailing Address 1	Mailing Address 2																		
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<p style="text-align: center;">T</p> <p>External Payroll ID</p> <p>1ZG553YT</p> <p>1sypy7044d</p> <p>1DRe35uq668L5</p>	<p>External payroll ID</p> <p>This is an optional field. Entries must be 25 alphanumeric characters and contain no spaces.</p> <p>Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5</p>																		



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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>
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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>	
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D								
Contribution amount*								
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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>	
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