

## Tips for Completing Your Spreadsheet

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SSN/ITIN*	First name*	M.I.	Last name*	Suffix	Birthdate*	Address 1*	Address 2	City*	State*	ZIP Code*	Phone*	Email
2	123456789	John	Q.	Public	Jr.	04/01/1920	5 Main St		Bend	OR	97709-1234	777-555-1111	jpublic@gmail.com
3	222-33-4444	Jane		Sample		07301980	9 Oak St	Unit 22	Eugene	OR	97402	7775552222	jsample@gmail.com

SSN/ITIN must be 9 digits

Example:

123456789

123-45-6789

Birthdate must include leading zeros for month and day, where necessary

Example:

01/01/1970

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 | Portland | OR | 97217-0001

Phone number is required. Do not use parentheses. If you do not have an individual phone number, enter a business phone.

Example:

555-555-5555

5555555555

No more than **200 employees** may be added to an Excel spreadsheet. If you have more than 200 employees, you will need to upload multiple spreadsheets.