

Tips for Completing the OR Census File Content

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

<table border="1"> <tr> <th colspan="2">A</th> </tr> <tr> <td colspan="2">SSN/ITIN*</td> </tr> <tr> <td colspan="2">123456789</td> </tr> <tr> <td colspan="2">123-45-6789</td> </tr> </table>	A		SSN/ITIN*		123456789		123-45-6789		<p>SSN/ITIN must be 9 digits.</p> <p>Example: 123456789 123-45-6789</p>										
A																			
SSN/ITIN*																			
123456789																			
123-45-6789																			
<table border="1"> <tr> <th>B</th> <th>C</th> </tr> <tr> <td>First name*</td> <td>M.I.</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th>D</th> <th>E</th> </tr> <tr> <td>Last name*</td> <td>Suffix</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	B	C	First name*	M.I.			D	E	Last name*	Suffix			<p>Name Fields</p> <p>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"> <tr> <th colspan="2">F</th> </tr> <tr> <td colspan="2">Birthdate*</td> </tr> <tr> <td> </td> <td>1/1/1970</td> </tr> <tr> <td> </td> <td>1/1/1970</td> </tr> <tr> <td> </td> <td>1/1/1970</td> </tr> <tr> <td> </td> <td>1/1/1970</td> </tr> <tr> <td> </td> <td>1011970</td> </tr> </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.</p> <p>Example: 01/01/1970 1/1/1970 01/1/1970 1/01/1970 01011970</p>				
F																			
Birthdate*																			
	1/1/1970																		
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<table border="1"> <tr> <th>G</th> <th>H</th> </tr> <tr> <td>Physical Address 1*</td> <td>Physical Address 2</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th>I</th> <th>J</th> </tr> <tr> <td>Physical City*</td> <td>Physical State*</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th colspan="2">K</th> </tr> <tr> <td colspan="2">Physical ZIP Code*</td> </tr> <tr> <td colspan="2"> </td> </tr> </table>	G	H	Physical Address 1*	Physical Address 2			I	J	Physical City*	Physical State*			K		Physical ZIP Code*				<p>Physical address</p> <p>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.</p> <p>Enter a 5-digit ZIP code with an optional 4-digit extension.</p> <p>Example: 1 Main St Apt 1 Portland OR 97217-0001</p>
G	H																		
Physical Address 1*	Physical Address 2																		
I	J																		
Physical City*	Physical State*																		
K																			
Physical ZIP Code*																			

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📞 844-661-1256 8 a.m. – 8 p.m. PT. 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:</p> <p>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 style="text-align: center;">R</td> <td> </td> </tr> <tr> <td>Mailing ZIP Code</td> <td> </td> </tr> <tr> <td> </td> <td> </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:</p> <p>1 Main St Apt 1 Portland OR 97217-0001</p>
N	O																		
Mailing Address 1	Mailing Address 2																		
P	Q																		
Mailing City	Mailing State																		
R																			
Mailing ZIP Code																			
<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:</p> <p>1ZG553YT 1sypy7044d 1DRe35uq668L5</p>																		

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Tips for Completing the OR 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		Last name & First Name Enter the first and last names separately in their designated columns.
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		SSN/ITIN This field must be 9 digits. Example: 123456789 123-45-6789	
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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		Contribution amount Dollar amount must be in nn.nn format. Do not include the dollar sign (\$). Example: 104.82 2.53 31.00	
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		External payroll ID This field must be 25 alphanumeric characters and contain no spaces. Example: 1ZG553YT 1sypy7044d 1DRe35uq668L5	
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