

Tennessee New Hire Reporting Center
CSV file layout

All fields are in upper case alphanumeric format – left justified with trailing spaces.

#	Field	Max Length	Status	Type	Description
1	Employee's First Name	16	Required	Char	At least one character, no special characters.
2	Employee's Middle Initial	1	Optional	Char	
3	Employee's Last Name	25	Required	Char	Hyphens are allowed
4	Employee's Street Address Line 1	35	Required	Char	At least two characters, left justify
5	Employee's Street Address Line 2	35	Optional	Char	Left justify.
6	Employee's City	20	Required	Char	
7	Employee's State	2	Required	Char	Valid 2 letter FIPS abbr. (e.g. TN)
8	Employee's Zip	5	Required	Num	All zeros will be rejected
9	Employee's Zip +4	4	Optional	Num	US state and territories only
10	Employee's Social Security Num	9	Required	Num	No hyphens
11	Employer's Name	40	Required	Char	At least two characters. Left justify.
12	Employer's Street Address Line 1	35	Required	Char	At least two characters. Left justify.
13	Employer's Street Address Line 2	35	Optional	Char	
14	Employer's City	20	Required	Char	
15	Employer's State	2	Required	Char	Valid 2 letter FIPS abbr. (e.g. TN)
16	Employer's Zip	5	Required	Num	All zeros will be rejected
17	Employer's Zip +4	4	Optional	Num	
18	Employer's FEIN	9	Required	Num	No hyphens
19	Employer's Payroll Address 1	35	Optional	Char	Address where employee's check is processed
20	Employer's Payroll Address 2	35	Optional	Char	
21	Employer's Payroll City	20	Optional	Char	
22	Employer's Payroll State	2	Optional	Char	Valid 2 letter FIPS abbr. (e.g. TN)
23	Employer's Payroll Zip Code	5	Optional	Num	
24	Employee's Hire Date	8	Required	Num	CCYYMMDD
25	Left Your Employment During Period	1	Optional	Char	Y=Yes, N=No
26	Employee's Birth Date	8	Optional	Num	CCYYMMDD
27	Employee's Gender	1	Optional	Char	M=Male, F=Female
28	Employee's Work State	2	Optional	Char	Valid 2 letter FIPS abbr. (e.g. TN)
29	Earned Income Tax Credit Indicator	1	Optional	Char	Y=Yes, N=No
30	Medical Insurance Available	1	Optional	Char	Y=Yes, N=No
31	Outlet or Store Num	29	Optional	Char	