

**OHIO NEW HIRE REPORTING CENTER**

**Tab-Delimited File Layout & Instructions**

All required fields listed below must be included in the order provided.  
Optional fields must be included but if no data is available, no value or a space may be provided to represent this element.  
Provide one line per record followed by a carriage return and line feed (CRLF).  
See the *Example Tabbed File and Template on the File Upload page*

Field	Type	Max Size	Status	Comments
<b>Record Type</b>	Char	1	Required	Must be a '2'
<b>Employee Information</b>				
<b>Employee SSN#</b>	Numeric	9	Required	As reported by employee. For Independent Contractors, use SSN or FEIN.
<b>Employee First Name</b>	Char	16	Required	At least one character, no special characters except hyphen.
Employee Middle Name	Char	16	Optional	If non-blank must be at least one character, no special characters.
<b>Employee Last Name</b>	Char	30	Required	At least one character, no special characters except hyphen.
<b>Employee Address Line 1</b>	Char	40	Required	At least two characters.
Employee Address Line 2	Char	40	Optional	Leave blank if unused.
Employee Address Line 3	Char	40	Optional	Leave blank if unused.
<b>Employee City</b>	Char	25	Required	At least two characters, no special characters except hyphen.
<b>Employee State</b>	Char	2	Required	Valid state or territory abbreviation. Not required for foreign address.
<b>Employee Zip Code 1</b>	Numeric	5	Required	Only U.S. 5 digit zip code. Not required for foreign address.
Employee Zip Code 2	Numeric	4	Optional	Only U.S. 4 digit zip code extension.
Employee Address: Foreign Country Code	Char	2	Optional	Required if foreign address.
Employee Address: Foreign Country Name	Char	25	Optional	Required if foreign address.
Employee Address: Foreign Postal Code	Char	15	Optional	Required if foreign address.
<b>Employee Date of Birth</b>	Numeric	8	Required	Format - CCYYMMDD. Not required for Independent Contractors.
<b>Employee Date of Hire</b>	Numeric	8	Required	Format - CCYYMMDD. Not required for Independent Contractors.
<b>Employee State of Hire</b>	Char	2	Required	Valid state or territory abbreviation. Not required for foreign address.
Employee Gender	Char	1	Optional	F=Female, M=Male, U=Unknown
Employee Left Work	Char	1	Optional	Y=Yes, N=No, U=Unknown
<b>Employer &amp; Independent Contractor Information</b>				
<b>Employer FEIN</b>	Numeric	9	Required	Federal Employer Identification Number (no hyphens). Use the same FEIN for which listed employee(s) quarterly wages will be reported under.
Employer Income Tax Credit	Char	1	Optional	Y=Yes, N=No, U=Unknown
Employer State EIN	Char	12	Optional	No hyphens.
<b>Employer Name</b>	Char	45	Required	At least two characters.
<b>Employer Address Line 1</b>	Char	40	Required	At least two characters. Address for headquarters.
Employer Address Line 2	Char	40	Optional	Leave blank if unused.
Employer Address Line 3	Char	40	Optional	Leave blank if unused.
<b>Employer City</b>	Char	25	Required	At least two characters, no special characters except hyphen.
<b>Employer State</b>	Char	2	Required	Valid state or territory abbreviation. Not required for foreign address.
<b>Employer Zip Code 1</b>	Numeric	5	Required	Only U.S. 5 digit zip code. Not required for foreign address.
Employer Zip Code 2	Numeric	4	Optional	Only U.S. 4 digit zip code extension.
Employer Address: Foreign Country Code	Char	2	Optional	Required if foreign address.
Employer Address: Foreign Country Name	Char	25	Optional	Required if foreign address.
Employer Address: Foreign Postal Code	Char	15	Optional	Required if foreign address.
Employer Income Withholding Address - Line 1	Char	40	Optional	Leave blank if unused. Address for child support garnishments.
Employer Income Withholding Address - Line 2	Char	40	Optional	Leave blank if unused.

Field	Type	Max Size	Status	Comments
Employer Income Withholding Address - Line 3	Char	40	Optional	Leave blank if unused.
Employer Income Withholding Address - City	Char	25	Optional	At least two characters.
Employer Income Withholding Address - State	Char	2	Optional	Valid state or territory abbreviation. Not required for foreign address.
Employer Income Withholding Address - Zip Code 1	Numeric	5	Optional	Only U.S. 5 digit zip code. Not required for foreign address.
Employer Income Withholding Address - Zip Code 2	Numeric	4	Optional	Only U.S 4 digit zip code extension.
Employer Income Withholding Add: Foreign Country Code	Char	2	Optional	Required if foreign address. Address for child support garnishments.
Employer Income Withholding Add: Foreign Country Name	Char	25	Optional	Required if foreign address.
Employer Income Withholding Add: Foreign Postal Code	Char	15	Optional	Required if foreign address.
Employee Independent Contractor	Char	1	<b>Required for IC</b>	Y=Yes, N=No, U=Unknown. <b>Required 'Y' if the employee is an Independent Contractor (IC).</b>
IC - Date Payments began	Numeric	8	<b>Required for IC</b>	Format - CCYYMMDD. <b>Required if Independent Contractor (IC).</b>
IC - Length of time contractor services performed	Numeric	2	<b>Required for IC</b>	In months. <b>Required if Independent Contractor (IC).</b>

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The Ohio New Hire Reporting Center is a program in the Office of Child Support in the Ohio Department of Job and Family Services. For more information, visit <https://jfs.ohio.gov/ocs/>