

CENSUS LISTING FORMAT

Data Needed

Please provide ALL the following information for EACH employee. Be complete, as missing information will delay processing:

- SSN
- Last Name
- First Name
- Date of Birth
- Date of Hire
- Date of Termination
- Date of Rehire
- Actual Gross Compensation – not Annual Salary. (Please include cash and stock bonuses included as taxable compensation, regardless of vesting. Please do NOT exclude contributions to your Flex or 401k plans.
- Total Annual Pre-Tax Premiums (medical, dental & vision) paid for current year.

File Format

We can process data (one row per employee) in the following formats:

- Excel spreadsheet *.xls or *.xlsx
- Comma delimited ASCII text file (*.csv or other) that can be automatically imported into excel. (See documentation for the above programs for layout specifications.) Include a printout of the data so that we can verify the proper field placements.
- Fixed column width ASCII text file (*.txt or other) that can be automatically imported into excel. (See documentation for the above programs for layout specifications.) Include a printout of the data so that we can verify the proper field placements.

Submission

We can accept the data via the following media:

- Email (not secured) – info@innovaben.com
- <http://innovaben.com> – secured file upload via FilesAnywhere
- Memory cards, USB flash drives or CD

*Other formats and media may be acceptable on a case-by-case basis at an extra cost.