Georgia
State Directory of New Hires

Fixed-Width Text File Layout & Instructions

- Create file using FIXED-WIDTH ASCII TEXT FORMAT
- All fields listed below must be included in the order provided.
- All characters should be entered in upper case.
- If entering data via Notepad, WordPad, or Excel, format as TEXT.
- Optional fields must be included but if no data is available, fill with spaces to the length specified.
- Provide one line per record followed by a carriage return and line feed (CRLF).

Field	Type	Length	Start Position	End Position	Opt'l/Req'd	Comments
Record Identifier	Alphanumeric	2	1	2	M	'W4"
Employee SSN	Numeric	9	3	11	M	As reported by employee, no dashes.
Employee First Name	Alphabetic	16	12	27	M	At least two characters, no special characters.
Employee Middle Name	Alphabetic	16	28	43	O	If non-blank, must be at least 1 character. No punctuation
Employee Last Name	Alphabetic	30	44	73	M	At least two characters, no special characters except hyphen.
Employee Address Street Address (line 1)	Alphanumeric	40	74	113	M	Non-blank
Street Address (line 2)	Alphanumeric	40	114	153	O	If the address line is less than 40 characters do not concatenate into one line.
Street Address (line 3)	Alphanumeric	40	154	193	O	
City	Alphabetic	25	194	218	M	At least 2 characters, no punctuation except hyphens
State	Alphabetic	2	219	220	M	Valid state or territory abbreviation
Zip Code (1)	Numeric	5	221	225	M	Must be numeric
Zip Code (2)	Alphanumeric	4	226	229	O	If present, must be numeric

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Employee Foreign Address Foreign Country Code	Alphanumeric	2	230	231	O	M for foreign address. Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
Foreign Country Name	Alphanumeric	25	232	256	O	If present, at least two characters
Foreign Zip Code	Alphanumeric	15	257	271	O	
Employee Date of Birth	Numeric	8	272	279	O	Format - YYYYMMDD
Employee Start Date	Numeric	8	280	287	M	Format – YYYYMMDD. Must be a valid date.
Employee State of Hire	Alphabetic	2	288	289	M	Alphabetic state or territory abbreviation
Federal EIN	Numeric	9	290	298	M	Federal Employer ID Number, no dashes
State EIN	Alphanumeric	12	299	310	O	If present must include no punctuation. If less than 12 characters, left justify
Employer Name	Alphanumeric	45	311	355	M	At least two characters
Employer Address Street Address (line 1)	Alphanumeric	40	356	395	M	FEIN address from W4 At least two characters
Street Address (line 2)	Alphanumeric	40	396	435	O	If the address line is less than 40 characters do not concatenate into one line.
Street Address (line 3)	Alphanumeric	40	436	475	O	
City	Alphabetic	25	476	500	M	At least two characters
State	Alphabetic	2	501	502	M	Valid state or territory abbreviation
Zip Code (1)	Numeric	5	503	507	M	Must be numeric
Zip Code (2)	Alphanumeric	4	508	511	O	If present, must be numeric

Fixed-Width Text File Layout & Instructions

Employer Foreign Address Foreign Country Code	Alphanumeric	2	512	513	O	M for foreign address. Refer to FIPS PUB 10-4 (April 1995)
Foreign Country Name	Alphanumeric	25	514	538	O	If present at least two characters
Foreign Zip Code	Alphanumeric	15	539	553	O	
Employer Optional Address Street Address (line 1)	Alphanumeric	40	554	593	O	Address where income withholding orders should be sent.
Street Address (line 2)	Alphanumeric	40	594	633	O	If the address line is less than 40 characters do not concatenate into one line.
Street Address (line 3)	Alphanumeric	40	634	673	O	
City	Alphabetic	25	674	698	O	If present, at least two characters
State	Alphabetic	2	699	700	O	If present, valid state or territory abbrev.
Zip Code (1)	Alphanumeric	5	701	705	O	If present, must be numeric
Zip Code (2)	Alphanumeric	4	706	709	O	If present, must be numeric
Employer Optional Foreign Address Foreign Country Code	Alphanumeric	2	710	711	O	Refer to FIPS PUB 10-4 (April 1995)
Foreign Country Name	Alphanumeric	25	712	736	O	If present, at least two characters
Foreign Zip Code	Alphanumeric	15	737	751	O	

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Medical Insurance	Alphanumeric	1	752	752	O	"Y" for Yes or "N" for No depending on insurance availability from the employer.
Georgia Employer Data Employer Phone Number	Alphanumeric	10	753	762	O	With area code, left justified, no punctuation
Filler	Alphanumeric	8	763	770		Spaces. Currently in use internally.
Employer Multi-State	Alphanumeric	1	771	771	O	"Y" for Yes, reporting as a multistate employer to GA or "N" for No
Filler	Alphanumeric	14	772	785		Spaces. Currently in use internally.
Name of Medical Insurance Company	Alphanumeric	16	786	801	O	Provide the name of Medical Insurance Company, if medical insurance is available to the Employee.

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