

Please set up your CSV file with the following Columns. Column names/headers are not required.

Column	Column Name	Contents	Max Length	Column Type	Instructions
A	Filing Year	YYYY	4	Numeric	Enter the 4 digit year that the W3/W3C is being filed for
B	FEIN		12	Numeric	Enter your 9 digit FEIN and 3 Digit Location Code (Typically 000)
C	Name		32	AlphaNumeric	Enter your business name.
D	Trade Name		32	AlphaNumeric	Enter your Trade Name, if applicable
E	Address		35	AlphaNumeric	Enter your Street Address
F	City		22	AlphaNumeric	Enter your City
G	State		2	AlphaNumeric	Enter your State Abbreviation
H	Zip		12	AlphaNumeric	Enter your Zipcode
I	# of Employees		6	Numeric	Enter the number of Employees
J	Total Gross		14	Numeric	Dollars and Cents, No Decimal
K	Amount Withheld		14	Numeric	Dollars and Cents, No Decimal
L	UNC Attached		1	Numeric	Enter '0' for No or '1' for yes. Blank will default to '0'. If you answer '1', you must attach Schedule W3-UNC
M	# of Unregistered Unincorporated Contractors		6	Numeric	Leave blank if the value for Column L, 'UNC Attached' is 0. If it is a 1, you must have a value in this field.