

# Attachment

This attachment shows the data that entities will submit with respect to the E-Verify Contractor Report and the private employer License Issuance/Renewal Report

## **File Layout: E-Verify Contractor Report – Title 13**

<b>FIELD NAME</b>	<b>SIZE</b>	<b>RULE</b>	<b>REQUIRED?</b>
Legal Name of Contractor	1-200	Text	Y
Legal Address of Contractor	1-200	Text	Y
City	100	Text	Y
State	2		Y
Zip Code	5-10	99999-xxxx	Y
Contractor's E-Verify Number	4-7	Number (4 to 7 digits)	Y
Exempt (1)	1	Y/N	N
Date of Contract between Contractor and Public Employer	MM/DD/YYYY	Date	Y
Contract Number	1-100	Text/ unique tracking number	N
Contract Amount	999999999.99	Number	N

(1) If entity reports that the vendor is exempt, no E-Verify Number is required.

Sample listed below:

**Note:** Column headings are shown for illustration purposes only and should not be included in the file (only the data). This is only an example. The order of columns should be as follows.

Name of Contractor	Contractor Address	City	State	Zip Code	Contractor E-Verify #	Exempt	Date of Contract	Contract Number	Contract Amount
The Tree Service	20 North Rd	Decatur	GA	30030		Y	5/4/2013	21345	3500.00
A Good Company	123 Dover St	Destin	FL	32147	78544	N	7/31/2013	12	45000.00
XYZ Company	44 Right Way	Albany	GA	39999	11235	N	4/21/2013	25	7800.00
John Doe	PO Box 222	Savannah	GA	31417		Y	8/7/2013	99	100000.00

- **Contractor E-Verify Number** – must be a number
- **Exempt** – if exempt is (Y) Yes, then no e-verify number is required.
- **Date of Contract** – format (MM/DD/YYYY)
- **Contract Number** – must be a unique tracking number
- **Contract Amount** – **include decimal with two positions** but no commas or other formatting.  
Example: 1234.33