Payer Bulk Upload Instructions

Payer Data

Last updated: **Nov 10, 2025 (V 1.2)**

General Instructions

1. **File Format:** Ensure the file is saved as .CSV (Comma-Separated Values). Other formats like .xls or .xlsx are not supported.
2. **File Size:** The file size should not exceed the specified limit (e.g., 15 MB). Split large files into smaller ones if necessary.
3. **Row Limit:** Rows exceeding 20,000 entries should be split into multiple files to ensure smooth processing.
4. **Encoding:** Use UTF-8 encoding to avoid errors with special characters or unsupported languages.
5. **Mandatory Fields:** Fields marked as required or mandatory must be filled for every record.
6. **Empty Fields:** If a value is not applicable, leave the field blank rather than using placeholders like "N/A" or "NULL."
7. **Special Characters in Values:** If any of the values contain special characters like commas, enclose them in double quotes (e.g., "Smith & Co.", "Brown, Davis & Partners").
8. **Headers & Column Order:**
   - Headers can be edited as per the need since we are mapping based on the position.
   - Do not change the order of columns if the system maps data based on column position..
9. **Duplicate Records:** Remove duplicate rows to ensure each record is unique.
10. **Predefined Values:** For dropdown or fixed-choice fields, use values exactly as defined in the template instruction.
11. **Special Characters:**
    - Restricted characters: < > ; { } [ ] _ \ ! : ? =
    - These characters will be removed before upload.
    - If any text has a dot followed by letters, a space will be added after the dot.

Field Name	Description	Maximum Length	Allowed Input Characters
Payer reference number	The payer reference number is a unique identifier assigned to each payer (business).	50	Alphabets, Numbers and Special Characters
Payer type of TIN*	The type of the Taxpayer Identification Number (TIN) applicable to the payer.	7	Allowed entries are EIN, SSN, QI-EIN, WP-EIN, WT-EIN, NQI-EIN. Alternatively, you can use the following numbers to indicate TIN type. 1 = EIN 2 = SSN 3 = QI-EIN 4 = WP-EIN 5 = WT-EIN 6 = NQI-EIN
Payer TIN *	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary residents (working in the United States). The acceptable formats are 22-5454665, 234-54-5434, 898765463.	11	Numbers Allowed special character is hyphen TIN is allowed with or without hyphen
Payer name* (Applicable if the TIN type is EIN, QI-EIN, WP-EIN, WT-EIN, or NQI-EIN)	Payer name refers to the name of the entity or business responsible for making payments.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer first name* (Applicable if the TIN type is SSN)	The first name of the payer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer middle initial (Applicable if the TIN type is SSN)	The middle initial of the payer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =

Payer last name* (Applicable if the TIN type is SSN)	The family or surname of the payer.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer suffix (Applicable if the TIN type is SSN)	Generational titles (e.g., Jr., Sr., III) to the payer name for accurate identification. (If individual)	6	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Payer DBA/trade name	The registered name under which a business operates and conducts its affairs, distinct from its legal or registered name.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = If you have multiple trade names, separate them with a comma.
Payer country *	Enter the Country or Country Code as per the IRS standards. Refer to IRS Country Codes	27	Alphabets Note: If left blank, it will be considered as "US".
Payer address line 1 *	Enter the primary street address for the payer's residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer address line 2	For additional address details, such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer city/town *	The municipality or urban area where the payer resides or conducts business.	50	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer state/province/territory*	State/province/territory in which the payer resides or conducts business.	50	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Payer zip code/postal code*	If the payer is from the US, the ZIP code must be filled out. Otherwise, the postal code should be provided.	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special character allowed hyphen (-) slash (/)

Contact Person Information			
Primary contact person first name	First name of the primary contact person.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Primary contact person middle initial	Middle initial of the primary contact person.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Primary contact person last name	The family or surname of the primary contact person.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Primary contact person suffix	Generational titles (e.g., Jr., Sr., III) to the payer name for accurate identification. (If individual)	6	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Primary contact person email address	Enter the primary contact person's email address	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Primary contact person phone number	Enter the primary contact person's phone number	15	Numbers Allowed special characters are + - ( ) and spaces
Group names	Enter the group name you want to assign to this payer.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = Maximum of 100 groups
W-2 E-File Specific Fields			
Kind of payer	Enter the appropriate payer based on organization type and filing requirements.	25	Alpha Numeric Special Characters # & ( ) - ', . Allowed values - Regular (Form 941), Regular(Form 944), Agricultural(Form943), Household,

			Military, MedicareQualGovEm, Railroad(Form CT-1)
Kind of employer	Enter the applicable employer type.	20	Alpha Numeric Special Characters # & ( ) - ' , . Allowed values - None Apply, Tax Exempt Employer, State and Local Governmental Employer, State and Local Tax Exempt Employer, Federal Government
94x Forms E-File Specific Signing Authority Fields			
Business classification	Enter the legal business structure of the payer.	40	Alpha Numeric Special Characters # & ( ) - ' , . Allowed values - Sole Proprietor or Single-member LLC, S-Corporation or LLC as S-Corp, C-Corporation or LLC as C-Corp, Partnership or LLC as Partnership, Trust or Estate, Exempt Organization
Signing authority name	Enter the name of the individual who is authorized to sign on behalf of the payer.	80	Alphabets, Numbers, and Acceptable Special Characters ? ( ) * ' \ - " / ' [ ]

Signatory title	Enter the designation of the signing authority. For RA users, the signatory title will be set to 'Reporting Agent' by default in the application.	25	Alpha Numeric Special Characters # & ( ) - ' , . Allowed values - Owner, Sole proprietor, Sub Member, President, Vice President, Treasurer, Assistant Treasurer, Cheif Accounting, Officer, Tax Officer, Cheif Operating Officer, Corporate Secretary, Secretary Treasurer, Corporate Officer, Member, Administrator, Executor, Trustee, Fiduciary, Partner, General Partner, Limited Partner, LLC Member, Managing Member, Manager, Tax Matter Partner, Corporate Treasurer, Cheif Executive Officer, Executive director, Director, Chairman, Executive, Administrator, Reciever, Pastor, Assistant to Religious Leader, Reverend, Priest, Minister.
Signing authority contact number	Provide a phone number where the filer can be contacted for any questions or issues regarding the 94x filing forms.	10	Numbers
1042-S Additional Information			
Ch.3.Status code	Enter the Withholding agent status code from the list of Recipient Status Codes.	88	Refer Appendix A
Ch.4.Status code	Enter the Withholding agent status code from the list of Recipient Status Codes.	89	Refer Appendix B
GIIN	Enter the Withholding agent GIIN provided.	19	Numbers Acceptable alphabet combinations are LE, SL, ME, BR, SP, SF, SD, SS, and SB

FTIN	Enter the Withholding agent's foreign Tax Identification Number	22	Alphabets and Numbers Allowed special characters are # / & ( ) - ' , . space
1042-S Title	Enter the title of the individual or entity receiving the income for the 1042-S form filing.	40	Refer Appendix A
ACA Specific Fields			
Are you an insurer?	An insurer can be an entity that offers health coverage to any individual or employees of a particular entity.	5	Allowed values are Yes/No or 1/0 or True/False, or X=Yes (Checked), Y=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the recipient.
Are you a Designated Governmental Entity (DGE)?	The term "Designated Governmental Entity" means an agency of the federal government or a state or local government, a local governmental unit, a public or municipal corporation, or a unit of a State university system.	5	Allowed values are Yes/No or 1/0 or True/False, or X=Yes (Checked), Y=No (Unchecked) Note: If you leave this field blank, it will be automatically assigned as 'No' for the recipient.
Fill out the fields below only if you are a Designated Governmental Entity (DGE).			
DGE business name	Enter the name of the Designated Governmental Entity (DGE).	75	All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE DBA/trade name	The registered name under which a business operates and conducts its affairs, distinct from its legal or registered name.	75	All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE EIN	A nine-digit number assigned to the entity. The acceptable format is 22-5454665, 898765463	10	Numbers Allowed special character is hyphen TIN is allowed with or without hyphen

DGE country	Enter the Country or Country Code as per the IRS standards. Refer to IRS Country Codes	27	Alphabets Note: If left blank, it will be considered as "US".
DGE address line 1	Enter the primary street address for the entity's residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE address line 2	For additional address details, such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE city/town	The municipality or urban area where the payer resides or conducts business.	50	Allowed special characters . ' -
DGE state/province/territory	State/province/territory in which the payer resides or conducts business.	50	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE ZIP code/postal code	If the contact person is from the US, the zip code must be filled out. Otherwise, the postal code should be provided.	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special characters allowed hyphen (-) slash (/).
DGE first name	Contact person's first name.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE middle initial	Contact person's middle initial.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
DGE last name	Contact person's family or surname.	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =

DGE suffix	Generational or professional titles (e.g., Jr., Sr., III) to the contact person's name for accurate identification.	6	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
DGE phone number	Enter the contact person's phone number.	15	Numbers Allowed special characters are + - ( ) and spaces

Appendix A	
Chapter 3	**Status Codes**
05	U.S. branch – treated as U.S. Person
06	U.S. branch – not treated as U.S. Person
07	U.S. branch – ECI presumption applied
08	Partnership other than Withholding Foreign Partnership or Publicly Traded Partnership
09	Withholding Foreign Partnership
10	Trust other than Withholding Foreign Trust
11	Withholding Foreign Trust
12	Qualified Intermediary
13	Qualified Securities Lender – Qualified Intermediary
14	Qualified Securities Lender – Other
15	Corporation
16	Individual
17	Estate
18	Private Foundation
19	International Organization

20	Tax Exempt Organization (Section 501(c) entities)
21	Unknown Recipient
22	Artist or Athlete
23	Pension
24	Foreign Central Bank of Issue
25	Nonqualified Intermediary
26	Hybrid entity making Treaty Claim
35	Qualified Derivatives Dealer
36	Qualified Derivatives Dealer
37	Foreign Government – Controlled Entity
38	Foreign Government – Controlled Entity

Appendix B	
Chapter 4	**Status Code**
01	U.S. Withholding Agent – FI
02	U.S. Withholding Agent – Other
03	Territory FI – not treated as U.S. Person
04	Territory FI – not treated as U.S. Person
05	Participating FFI – Other
06	Participating FFI – Reporting Model 2 FFI
07	Registered Deemed-Compliant FFI – Reporting Model 1 FFI
08	Registered Deemed-Compliant FFI – Sponsored Entity
09	Registered Deemed-Compliant FFI – Other
10	Certified Deemed-Compliant FFI – Other
11	Certified Deemed-Compliant FFI – FFI with Low Value Accounts
12	Certified Deemed-Compliant FFI – Nonregistering Local Bank
13	Certified Deemed-Compliant FFI – Sponsored Entity

14	Certified Deemed-Compliant FFI – Investment entity that does not maintain financial accounts	
15	Certified Deemed-Compliant FFI – Investment entity that does not maintain financial accounts	
16	Owner-Documented FFI	
17	U.S. Branch – treated as U.S. person	
18	U.S. Branch – not treated as U.S. person (reporting under section 1471)	
19	Passive NFFE identifying Substantial U.S. Owners	
20	Passive NFFE with no Substantial U.S. Owners	
21	Publicly Traded NFFE or Affiliate of Publicly Traded NFFE	
22	Active NFFE	
23	Individual	
24	Section 501(c) Entities	
25	Excepted Territory NFFE	
26	Excepted NFFE - Other	
27	Exempt Beneficial Owner	
28	Entity Wholly Owned By Exempt Beneficial Owners	
29	Unknown Recipient	
30	Recalcitrant Account Holder	
31	Nonreporting IGA FFI	
32	Direct reporting NFFE	
33	U.S. reportable account	
34	Nonconsenting U.S. account	
35	Sponsored direct reporting NFFE	
36	Excepted Inter-affiliate FFI	
37	Undocumented Preexisting Obligation	
38	U.S. branch – ECI presumption applied	
39	Account Holder of Excluded Financial Account	
40	Passive NFFE reported by FFI	
41	NFFE subject to 1472 withholding	

50	U.S. Withholding Agent–Foreign branch of FI
	Pooled Reporting Codes
42	Recalcitrant Pool – No U.S. Indicia
43	Recalcitrant Pool – U.S. Indicia
44	Recalcitrant Pool – Dormant Account
45	Recalcitrant Pool – U.S. Persons
46	Recalcitrant Pool – Passive NFFEs
47	Nonparticipating FFI Pool
48	U.S. Payees Pool
49	QI-Recalcitrant Pool-General