

# 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**

FIELD NAME	SIZE	RULE	REQUIRED?
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		12	45000.00
XYZ Company	44 Right way	Albany	GA	39999	11235	N		25	7800.00
John Doe	PO Box 222	Savannah	GA	31417		Y		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

**File Layout: Issuance/Renewal of Private Employer Business Licenses – Title 36**

<b>FIELD NAME</b>	<b>SIZE</b>	<b>RULE</b>	<b>REQUIRED?</b>
License, Certificate or Document Number	1-50	Text	Y
Name of Person to Whom Issued	1-200	Text	Y
Name of Business to Whom Issued	1-200	Text	Y
E-Verify Number Reported on Affidavit	4- 7	Number (4 to 7 digits)	Y
Exempt (1)	1	Y/N	N

*(1) If entity reports that the private employer 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.**

License, Certificate or Document Number	Name of Person to whom issued	Name of Business to whom issued	E-verify number reported on affidavit	Exempt
12345	John Doe	The Best Alarm	45211	N
24-345	Susan Day	Happy Days, Inc		Y
45-8954	Fred Alter	Cleaning Srvs	78942	N
62-785	Bill Black	Honda Cars Inc	124587	N

- **License, Certificate or Document Number** – must be a unique
- **e-verify number** – must be a number
- **Exempt** – if exempt is (Y) Yes then no e-verify number is required. (Y/N)

**Public Benefits Reporting**

Entities will identify the public benefits provided and document whether SAVE authorization has not been received for issuing such benefits. The benefits that are subject to reporting are listed in O.C.G.A. §50-36-1.