

## File formatting instructions – Franchisors

Use this document as a guide for how to format the individual fields of your file. You should use the spreadsheet template provided on the Web site when you are actually entering your information.

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K
<b>Field Name</b>	<b>Franchisee Legal Name</b>	<b>DBA Name (if different from legal name)</b>	<b>Owner Name</b>	<b>Franchise Begin Date for current franchisee</b>	<b>Franchise Physical Address</b>	<b>Physical City</b>	<b>Physical State</b>	<b>Physical Zip</b>	<b>Franchise Mailing Address (if different than Physical Address)</b>	<b>Mailing City</b>	<b>Mailing State</b>
<b>Maximum Field Size</b>	60 Characters	60 Characters	60 Characters	8 Characters	60 Characters	25 Characters	2 Characters	9 Characters	60 Characters	25 Characters	2 Characters
<b>Field Type</b>	Alpha Numeric	Alpha Numeric	Alpha Numeric	Date YYYYMMDD	Alpha Numeric	Alpha Numeric	Alpha	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha
<b>Special Field Requirements</b>								Minimum 5 characters No hyphens			
<b>Required Field Indicator</b>	YES		YES	YES	YES	YES	YES	YES			
<b>Data Example</b>	ABC Inc.	ABC Super Store	John Smith	19891207	123 2nd Street	Saratoga	NY	12065	123 2nd Street	Saratoga	NY

**NOTICE: COLUMNS CONTINUE BELOW** – These columns will be located to the right of the above fields in your spreadsheet.

	Column L	Column M	Column N	Column O	Column P	Column Q	Column R	Column S	Column T	Column U
<b>Field Name</b>	<b>Mailing Zip</b>	<b>Franchisee Telephone Number</b>	<b>Federal Tax ID Number</b>	<b>New York State Sales Tax ID #</b>	<b>Gross Sales reported to Franchisor</b>	<b>Sales Tax collected by Franchisee</b>	<b>Royalty Payments Made to Franchisor</b>	<b>Royalty Percentage of Gross Sales (if applicable)</b>	<b>Other Computation of Royalty Payments (if applicable)</b>	<b>Sales made to franchisee by franchisor or franchisor affiliated companies (if applicable)</b>
<b>Maximum Field Size</b>	9 Characters	12 Characters	11 Characters	11 Characters	17 Characters	17 Characters	17 Characters	6 Characters	200 Characters	17 Characters
<b>Field Type</b>	Alpha Numeric	Alpha Numeric	Alpha Numeric	Alpha Numeric	Numeric with 2 decimals	Numeric with 2 decimals	Numeric with 2 decimals	Numeric with 4 decimals	Alpha Numeric	Numeric with 2 decimals
<b>Special Field Requirements</b>	Minimum 5 characters No hyphens		Always between 9 and 11 characters with no hyphens	Always between 9 and 11 characters with no hyphens	If reported by the Franchisee	If Reported by Franchisee		Enter 5% as .05	Explanation should only be listed once with the first record unless the information varies by franchisee.	
<b>Required Field Indicator</b>				YES						
<b>Data Example</b>	12065	518-222-3333	123456777	137654321	25634.30	2050.74	1281.72	0.05	additional 2% for sales over \$10,000	312.00

### Important Information:

1. If you have no information to report in a specific field and the field is not required, you should leave it blank. Do not enter any numbers or special characters.
2. Required data fields are used only to validate your files. Penalties will still apply for failing to provide required information on your return.
3. The NYS Sales Tax ID # is now a required field for this filing period and all future filing periods.