

## INSTRUCTIONS FOR FORMATTING YOUR PAYROLL DEDUCTION FILES

1. Your file must be in Excel format.
2. The Excel file can only have one tab.  
**IMPORTANT:** *You must upload your product, reimbursement account and annuity files separately. You cannot submit multiple tabs in a worksheet when uploading your files.*
3. The columns required are:
  - **Employee Social Security Number:** with or without dashes
  - **Employee Name:** last name followed by a comma, a space, and then first name  
*(\*\*alternatively you may have two separate name columns)*
  - **Deduction Amount:** with or without a dollar sign
4. **Type** is not required but may provide better results for comparison. See the listing below for each type. If your file has this column, but the data does not match ours, this column will be ignored.

EMPLOYEE NAME ONE COLUMN EXAMPLE			
Employee SSN*	Employee Name*	Deduction Amount*	Type <i>(Not required)</i>
111111111	Last Name, First Name	32.40	CANCR
222-22-2222	Last Name, First Name	\$25.00	LIFE

EMPLOYEE NAME TWO COLUMN EXAMPLE				
Employee SSN*	Last Name**	First Name**	Deduction Amount*	Type <i>(Not required)</i>
111111111	Last Name	First Name	32.40	CANCR
222-22-2222	Last Name	First Name	\$25.00	LIFE

If your payroll system cannot accommodate this format, please upload your file, and we will provide a discrepancy report.

\* Required fields. \*\* You may separate the name column.

## INSTRUCTIONS FOR SUBMITTING YOUR PAYROLL DEDUCTION FILES

Payroll Deduction Files can be uploaded through your [online account](#).

Get started by selecting the billing tab, click on the invoice you'd like to pay, and then upload your files.

**For more reliable and faster processing, please use these type codes:**

**PRODUCT TYPE CODES:**

- ACCID** = Accident Insurance
- CANCR** = Cancer Insurance
- CRITI** = Individual Critical Illness Insurance
- CRITG** = Group Critical Illness Insurance
- DISAB** = Disability Insurance
- SDISB** = Short-Term Disability Insurance
- LDISB** = Long-Term Disability Insurance
- LIFE** = Life Insurance
- ILIFE** = Universal Life Insurance provided by Texas Life Insurance Company
- MED** = Hospital Indemnity Insurance and Hospital GAP Plan Insurance

**REIMBURSEMENT TYPE CODES:**

- 3PR** = Individual Premium Reimbursement
- URM** = Healthcare Flexible Spending Account
- DDC** = Dependent Care Account
- HRA** = Health Reimbursement Arrangement
- LPF** = Limited Purpose Flexible Spending Account
- EPP** = Employer Paid Prescription Plan
- DEBIT** = Benefits Debit Card Fee

**ANNUITY TYPE CODES:**

- 403(b)** = 403(b)
- 457(b)** = 457(b)