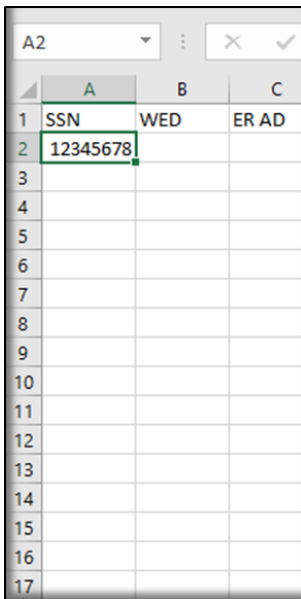
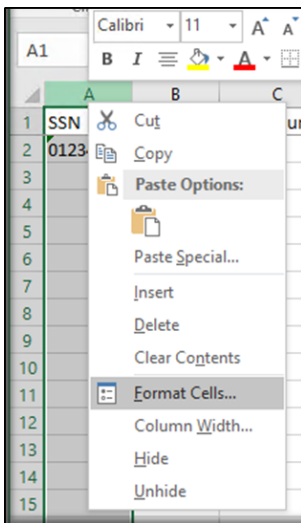


If leading zeroes are being dropped on SSN, FEIN or Account Number, do the following: Select the column that is dropping the leading zeroes.



Right Click the column and select Format Cells.



Select Custom from the menu. Directly under Type:, indicate the number of digits required by typing a zero for each digit. For example: A social requires 9 digits, so you would type 000000000.

