





# Registering to Bulk File on CRISP

## How do I register to bulk file on CRISP?

Please call the City of Columbus Income Tax Division at (614) 645-7370 to be registered manually and to obtain the proper Payroll Service Provider (PSP) attributes and CRISP logon.

## What is the max file size accepted for bulk submissions?

The maximum file size accepted for all bulk submissions is **50 MB**. For files larger than 50 MB, please attach a zipped (compressed) file.

## What are the naming standards for bulk submissions?

There are no specific naming standards for bulk file submissions. However, we recommend including the current date and the company name of the bulk filer in the file name.

## What is the CRISP URL?

The production URL is <https://crisp.columbus.gov/>.

## Important Note:

Complete employee addresses are required per Columbus City Code 362.051(H). Addresses must conform to U.S. Postal Service rules. For domestic addresses use all fields below that pertain to the address. When using a foreign address; the Foreign State/Province, Foreign Postal Code and the Country Code positions are required to be completed. Also use the Location Address positions and the Delivery Address positions if they pertain to the foreign address.













































































