



Basic Rules

- Do Not include
 - Spaces
 - Punctuation
 - Special characters
 - Common prefixes and suffixes
- Abbreviate State names

Note: Tax Payer Identification Numbers (TIN) used in these examples are not the actual TINs.

Business

- First 6 characters of the Business Name plus last 4 digits of TIN
- If Business Name is formatted to resemble Individual Name, then follow Individual Guidelines

Examples:

Supplier Name	Shortname
EVERSOURCE CL&P	EVERSO1234
A & A OFFICE SYSTEMS INC	AAOFFI1234
123 KIMBERLY LLC	123KIM1234
CONNECTICUT HOPS LLC	CTHOPS1234
THE UNITED ILLUMINATING COMPANY	UNITED1234
LAW OFFICES OF DIAMANTIS & ASSOC	DIAMAN1234

Individual

- First 6 characters of the Last Name plus last 4 digits of TIN
- For hyphenated names remove the hyphen and treat both names as one name

Examples:

Supplier Name	Shortname
BRUCE L KAZ	KAZ1234
ELAINE ALBOM BRAFFMAN	BRAFFM1234
DR BARBARA DUNE OD	DUNE1234
MAUREEN LOWE-CHOA-LEE	LOWECH1234
ARNOLD V AMORE II ATTORNEY AT LAW LLC	AMORE1234
ESTATE OF ROBERT C GEISEL JR	GEISEL1234



Towns

- First 7 characters of Town Name plus 3 digit town code

Examples:

Town Name	Shortname
CITY OF HARTFORD	HARTFOR064
TOWN OF AVON	AVON004
AREA COOPERATIVE EDUCATIONAL SERVICES	AREACOO244
REGIONAL SCHOOL DISTRICT #9	REGIONA209