

Delivery Service Uniform Reporting Guide

January 2026

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About this Document

Delivery Services are required to maintain or produce certain records and reports in accordance with specifications prescribed by the New York City Department of Consumer and Worker Protection (“DCWP”). [NYC Code §20-1506](#); [6 RCNY §7-805](#).

This document specifies the uniform reports Delivery Services must submit to DCWP pursuant to [6 RCNY §7-805\(d\)](#), including the schedule and procedure for submission.

For additional information on Delivery Services’ recordkeeping and reporting requirements, see the [New York City Administrative Code, Title 20, Chapter 15](#) and the [Rules of the City of New York, Title 6, Chapter 7, Subchapter H](#).

Throughout this document, the terms “Cancelled,” “Contracted delivery worker,” “Customer,” “Delivery service,” “Food service establishment,” “Goods,” “Gratuity,” “Merchant,” “Pay period,” “Retained,” “Retail food establishment,” “Third-party courier service,” “Third-party food delivery service,” “Third-party grocery delivery service,” “Trip,” “Trip time,” and “On-call time” are used consistent with their definitions in [NYC Code §20-1501](#) and [6 RCNY §7-801](#). The term “completed,” when used in respect to a delivery, refers to any delivery that was not “cancelled,” as that term is defined in [6 RCNY §7-801](#).

Technical questions may be directed to deliveryreports@dcwp.nyc.gov.

Reporting Procedure

Monthly Reports

Initial Submission

A Delivery Service that has not previously submitted uniform reports to DCWP must prepare an initial compilation of the Monthly Report specified in this guide and submit it to DCWP on or before February 27, 2026. This initial Monthly Report submission must report on activity for each of the Delivery Service's pay periods that ended between January 1, 2024 and January 31, 2026 (inclusive). The submission must be in the same format as specified for the recurring submission of Monthly Reports, discussed below.

Example: If a Delivery Service has a Monday-to-Sunday pay period, the Delivery Service must submit a report covering 108 pay periods, beginning with the pay period that ended January 7, 2024, and ending with the pay period that ended on January 25, 2026. Such report should have 108 rows, each representing one pay period.

If a Delivery Service did not maintain 7-day pay periods prior to January 26, 2026, the Delivery Service should report activity in the Initial Submission on a Monday-to-Sunday basis, starting and ending at midnight Eastern Time on Sunday each week.

Recurring Submission

Beginning March 2026 and for each month thereafter, all Delivery Services must prepare a Monthly Report as specified in this guide and submit it to DCWP. Each month's Monthly Report submission is due on or before the fourth Friday of the month and must report on activity for each of the pay periods that ended in the preceding month.

Example: If a Delivery Service has a Monday-to-Sunday pay period, on or before March 27, 2026, the Delivery Service must submit a report covering the pay periods that ended February 1, 2026, February 8, 2026, February 15, 2026, and February 22, 2026. Such report should have 4 rows, each representing one pay period.

Annual Reports

Initial Submission

All Delivery Services must prepare two initial compilations of the Annual Reports specified in this guide – one for 2024 and one for 2025 – and submit them to DCWP on or before February 27, 2026. The submissions must be in the same format as specified for the recurring submission of Annual Reports, discussed below. The submissions should report on activity during pay periods that ended during each calendar year.

Example: If a Delivery Service has a Monday-to-Sunday pay period, the Delivery Service must submit a "2024 Annual Report" covering the annual reporting period from Monday January 1, 2024 through Sunday December 29, 2024, and a "2025

Annual Report” covering the annual reporting period from Monday December 30, 2024 through Sunday December 28, 2025. The Delivery Service must submit such reports no later than February 27, 2026.

If a Delivery Service did not maintain 7-day pay periods during 2024 or 2025, the Delivery Service should report activity based on the start and end dates in the example above.

Recurring Submission

A Delivery Service must prepare recurring compilations of the Annual Report specified in this guide and submit them to DCWP on an annual basis. Each year’s submission is due on or before the fourth Friday in February of that year and must report on activity during pay periods that ended in the preceding calendar year.

Example: If a Delivery Service has a Monday-to-Sunday pay period, the Delivery Service must submit a “2026 Annual Report” covering the reporting period from Monday, December 29, 2025 through Sunday December 27, 2026. The Delivery Service must submit such report no later than February 26, 2027.

Report Format and Submission Process

For each submission, the report must be:

- 1) prepared as a single csv file if a Monthly Report, or three csv files if an Annual Report (one for each report part: mode of transportation, zip code, and merchant line of business);
- 2) compressed into a zip file; and
- 3) transmitted by email to deliveryreports@dcwp.nyc.gov.

File names for submissions of Monthly Reports must adhere to the following:

- The csv file names must be as follows:

[delivery service]_[report month]_[submission date].csv

Example: *ubereats_202602_20260327.csv*

- The zip file name must be as follows:

[delivery service]_[report month]_[submission date].zip

Example: *ubereats_202602_20260327.zip*

File names for submissions of Annual Reports must adhere to the following:

- The csv file names must be as follows:

[delivery service]_[report part]_[report year]_[submission date].csv

Example: *ubereats_mode_2026_20270226.csv*

- The zip file name must be as follows:

[delivery service]_[report year]_[submission date].zip

Example: *ubereats_2026_20270226.zip*

delivery service should be the Delivery Service's trade name, shortened if necessary, with all characters in lowercase and no spaces (e.g., "ubereats," "doordash," "grubhub," "relay," "instacart," "shipt," "amazon"). The name should be consistent between all submissions.

For Monthly Reports, *report month* indicates the period covered by the report (note: this is the month prior to the month in which the report is due). It must be expressed in YYYYMM format. For the initial Monthly Report submission, use "000000" for the report month.

For Annual Reports, *report part* should be "mode," "zip," or "merchant." *report year* indicates the year covered by the report. It must be expressed in YYYY format, including for the initial submission.

submission date must be expressed in YYYYMMDD format. It should reflect the date the submission email is sent to DCWP.

A Delivery Service must complete all reports to the extent it has maintained the necessary information.

If a Delivery Service has not maintained the information necessary to complete a report or part thereof, or if it is aware of or suspects a material inaccuracy in any of the data it is reporting, it must provide an explanation for the omission or inaccuracy either in the body of the submission email or as an attachment.

A Delivery Service that anticipates it will be unable to submit a compliant initial submission by February 27, 2026 may request an extension. Such extensions are not automatic, and DCWP will only consider requests for extensions if accompanied by a detailed explanation of the extenuating circumstances as to why the Delivery Service is unable to meet this legal requirement.

Monthly Report Specifications

Description

The Monthly Report contains statistical tabulations concerning the services contracted delivery workers performed for the Delivery Service during the reporting month. The information is tabulated citywide for each pay period that ended during the reporting month.

Data Structure

Each row represents a pay period, defined by *pay_period_start* and *pay_period_end*.

Required fields are indicated by an “X.” Fields where “All DS” is marked with an “X” are required of **all** Delivery Services. Other fields are only required of Third-Party Food Delivery Services (“FD”), Third-Party Courier Services (“CS”), or Third-party Grocery Delivery Services (“GD”). If a Delivery Service is not required to report a given field, it should still include the field in its report but populate the field with the 4-character “NULL” string. If a Delivery Service is required to report a field but had no activity to report, the Delivery Service must report “0”. The report should not contain any missing, blank, or empty cells.

Schema

The report must be prepared as follows, with field names in the first column:

Field	Type	Description	All DS	FD	CS	GD
delivery_service	string	Abbreviated name of the Delivery Service. See Reporting Procedure for naming conventions.	X			
pay_period_start	ISO 8601 datetime	Start date and time of the pay period. Use local time. See note (1) for datetime specifications.	X			
pay_period_end	ISO 8601 datetime	End date and time of the pay period. Use local time. See note (1) for datetime specifications.	X			
hours_in_pay_period	numeric	Number of hours separating pay_period_start and pay_period_end.	X			
third_party_food_delivery_service_indicator	numeric	Takes a value of “1” if the Delivery Service was a third-party food delivery service during the pay period, or “0”	X			

Field	Type	Description	All DS	FD	CS	GD
		otherwise. See NYC Code §20-1501 and 6 RCNY §7-801 for definitions.				
third_party_grocery_delivery_service_indicator	numeric	Takes a value of “1” if the Delivery Service was a third-party grocery delivery service during the pay period, or “0” otherwise. See NYC Code §20-1501 and 6 RCNY §7-801 for definitions.	X			
third_party_courier_service_indicator	numeric	Takes a value of “1” if the Delivery Service was a third-party courier service during the pay period, or “0” otherwise. See NYC Code §20-1501 and 6 RCNY §7-801 for definitions.	X			
other_delivery_service_indicator	numeric	Takes a value of “1” if the Delivery Service was not a third-party food delivery service, third-party courier service, or third-party grocery delivery service during the pay period, or “0” otherwise. See NYC Code §20-1501 and 6 RCNY §7-801 for definitions.	X			
method	string	The minimum pay method chosen for the pay period pursuant to 6 RCNY §7-810(c) . Enter “Standard” or “Alternative” for applicable pay periods, or “NULL” for non-applicable pay periods.		X	X	X
low_volume_indicator	numeric	Takes a value of “1” if the Delivery Service facilitated fewer than 500 deliveries with a pickup or drop-off location in New York City during the pay period, or “0” otherwise. See note (2) for further instruction.	X			

Field	Type	Description	All DS	FD	CS	GD
trip_workers	numeric	Number of contracted delivery workers who engaged in any trip time. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.	X			
oncall_workers	numeric	Number of contracted delivery workers who engaged in any on-call time. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.		X	X	X
trip_hours_total	numeric	Total hours of trip time.	X			
trip_hours_to_pickup	numeric	Hours of trip time spent between offer acceptance and arrival at first pickup. Include time on trips that were cancelled prior to arrival at first pickup.	X			
trip_hours_to_dropoff	numeric	Hours of trip time spent between arrival at first pickup and final drop-off. Include time on trips that were cancelled after first pickup.	X			
oncall_hours	numeric	Hours of on-call time.		X	X	X
distance_total	numeric	Sum, in miles, of the routed distance of all completed trips with a pickup or drop-off in New York City. Must be calculated in accordance with 6 RCNY 7-806(a)(2) .		X	X	
distance_to_dropoff	numeric	Sum, in miles, of the routed distance from the first pickup location to the final drop-off location of all completed trips with a pickup or drop-off in New York City. Must be calculated in accordance with 6 RCNY 7-806(a)(1) .	X			

Field	Type	Description	All DS	FD	CS	GD
pay_for_trip_time_and_oncall_time	numeric	Total amount paid to contracted delivery workers for trip time and on-call time. See note (3).		X	X	X
pay_for_nyc_trips	numeric	Total amount paid to contracted delivery workers for trips with a pickup or drop-off location in New York City. See note (3).	X			
tips_for_nyc_trips	numeric	Total gratuities paid to contracted delivery workers for trips with a pickup or drop-off location in New York City. See note (3).	X			
customer_dropoff_locations	numeric	Number of unique locations at which customers received deliveries with a pickup or drop-off location in New York City. Different apartments or suites within a building must be counted as separate locations. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10.	X			
deliveries_completed	numeric	Number of completed deliveries with a pickup or drop-off location in New York City. This should be the sum of deliveries reported in the <i>deliveries_completed_marketplace</i> and <i>deliveries_completed_courier</i> fields. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.	X			
deliveries_completed_marketplace	numeric	Number of completed deliveries with a pickup or drop-off location in New York City in which a customer		X	X	X

Field	Type	Description	All DS	FD	CS	GD
		purchased goods through the Delivery Service's platform and the Delivery Service dispatched the contracted delivery worker. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.				
deliveries_completed_courier	numeric	Number of completed deliveries with a pickup or drop-off location in New York City in which the Delivery Service dispatched the contracted delivery worker, but the customer purchased goods through a channel other than the Delivery Service's platform. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.		X	X	X
trips_completed	numeric	Number of trips completed by a contracted delivery worker with a pickup or drop-off location in New York City. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.	X			
trips_cancelled	numeric	Number of trips accepted by a contracted delivery worker with a pickup or drop-off location in New York City that were cancelled prior to completion. Report "NULL" if the value is greater than or equal to 1 and less than or equal to 10. Report "0" if the value is 0.	X			
order_subtotals	numeric	Total amount charged to customers for goods on	X			

Field	Type	Description	All DS	FD	CS	GD
		deliveries in the <i>deliveries_completed</i> field. Exclude taxes.				
order_subtotals_marketplace	numeric	Total amount charged to customers for goods on deliveries reported in the <i>deliveries_completed_marketplace</i> field. Exclude taxes.		X	X	X
order_subtotals_courier	numeric	Total amount charged to customers for goods on deliveries reported in the <i>deliveries_completed_courier</i> field. Exclude taxes.		X	X	X
customer_order_fees	numeric	Fees the Delivery Service charged to customers on deliveries reported in the <i>deliveries_completed</i> field. Exclude taxes.	X			
customer_order_fees_marketplace	numeric	Fees the Delivery Service charged to customers on deliveries reported in the <i>deliveries_completed_marketplace</i> field. Exclude taxes.		X	X	X
customer_order_fees_courier	numeric	Fees the Delivery Service charged to customers on deliveries reported in the <i>deliveries_completed_courier</i> field. Exclude taxes.		X	X	X
customer_subscription_fees	numeric	Subscription and membership fees collected from customers in New York City during the period. Exclude taxes. For details on what fees to include, see note (4).	X			
merchant_pickup_locations	numeric	Number of unique locations at which contracted delivery workers picked-up goods from merchants as part of deliveries with a pickup or drop-off location in New York City.	X			

Field	Type	Description	All DS	FD	CS	GD
merchant_order_fees	numeric	Total fees the Delivery Service charged to merchants on deliveries reported in the <i>deliveries_completed</i> field.	X			
merchant_order_fees_marketplace	numeric	Total fees the Delivery Service charged to merchants on deliveries reported in the <i>deliveries_completed_marketplace</i> field.		X	X	X
merchant_order_fees_courier	numeric	Total fees the Delivery Service charged to merchants on deliveries reported in the <i>deliveries_completed_courier</i> field.		X	X	X
merchant_other_fees	numeric	Total fees the Delivery Service collected from merchants in New York City during the period that were not charged to the merchant on a per-order basis or per-delivery basis. Exclude taxes. For details on what fees to include, see note (5).	X			

Notes:

- (1) Datetimes must be represented in “YYYY-MM-DD HH:MM:SS” format in local time. For pay periods that start or end at midnight, the start and end time must be represented as “00:00:00.” Example: A pay period begins at the start of Monday January 26th, 2026 and ends at the close of Sunday, February 1st, 2026. The start of the pay period must be represented as “2026-01-26 00:00:00.” The end of the pay period is represented as “2026-02-01 00:00:00.”
- (2) A Delivery Service other than a third-party food delivery service, third-party courier service, or third-party grocery delivery service that facilitated fewer than 500 deliveries with a pickup or drop-off location in New York City in the pay period is not required to complete any field following *low_volume_indicator*. All such fields may be left as “NULL.”

- (3) The *pay_for_trip_time_and_oncall_time*, *pay_for_nyc_trips*, and *tips_for_nyc_trips* fields must be reported based on the pay period in which the work was performed, regardless of the pay date.
- (4) Delivery Services should include in *customer_subscription_fees* fees for any membership or subscription which covers delivery by a contracted delivery worker retained by the Delivery Service, even if that is not the sole service covered by the subscription. If the membership or subscription covers delivery by a contracted delivery worker together with other services, contact DCWP for guidance. A Delivery Service may identify New York City subscribers based on the address associated with the subscriber's billing information, based on the subscriber's most common delivery address, or based on the delivery address that the subscriber has identified as being their home address.
- (5) Delivery Services should include in *merchant_other_fees* fees for any service which covers delivery by a contracted delivery worker retained by the Delivery Service, even if that is not the sole service covered by the fee. If the Delivery Service's agreement with a merchant covers delivery by a contracted delivery worker together with other services, or covers the merchant's locations in New York City as well as the merchant's location outside New York City, contact DCWP for guidance at deliveryreports@dcwp.nyc.gov.
- (6) All fields pertain only to deliveries where the Delivery Service engaged a contracted delivery worker to perform work on the delivery order. If the customer purchased goods through the Delivery Service's platform, but the Delivery Service did not engage a contracted delivery worker to perform work on the order, activity related to that order should not be included in the Delivery Service's submission.

Annual Report Specifications – Part 1: Summary by Mode of Transportation

Description

Part 1 of the Annual Report contains statistical tabulations concerning the services contracted delivery workers performed for the Delivery Service during pay periods that ended during the reporting year, aggregated by mode of transportation. The report also contains a total across all modes of transportation.

Data Structure

Each row represents one of the following modes of transportation: “1 - Bicycle” (including “e-bikes”), “2 – Motorcycle” (including “mopeds”), “3 – Car or Other Motor Vehicle”, “4 - No Vehicle”, “5 - Unknown”, or “6 - All Modes.” The submitted report must have six rows of data, one for each mode. Note: Delivery Services must carefully review note (1) before completing this report.

Required fields are indicated by an “X.” Fields where “All DS” is marked with an “X” are required of **all** Delivery Services. Other fields are only required of Third-Party Food Delivery Services (“FD”), Third-Party Courier Services (“CS”), or Third-party Grocery Delivery Services (“GD”). If a Delivery Service is not required to report a given field, it should still include the field in its report but populate the field with the 4-character “NULL” string. If a Delivery Service is required to report a field but had no activity to report, the Delivery Service must report “0”. The report should not contain any missing, blank, or empty cells.

Schema

The report must be prepared as follows, with field names in the first row:

Field	Type	Description	All DS	FD	CS	GD
delivery_service	string	Abbreviated name of the Delivery Service. See Reporting Procedure for naming conventions.	X			
report_year	numeric	Reference year covered by the report.	X			
first_pay_period_start	ISO 8601 datetime	Start date and time of the first pay period covered by the report year. See Monthly Report Specifications for <i>pay_period_start</i> , above.	X			
last_pay_period_end	ISO 8601 datetime	End date and time of the last pay period covered by the report year. See Monthly	X			

Field	Type	Description	All DS	FD	CS	GD
		Report Specifications for <i>pay_period_end</i> , above.				
mode	string	Takes a value of “1 - Bicycle”, “2 – Motorcycle”, “3 – Car or Other Motor Vehicle”, “4 - No Vehicle”, “5 - Unknown”, or “6 - All Modes.” See note (1) for guidance on classification.	X			
low_volume_indicator	numeric	Takes a value of “1” if the Delivery Service facilitated fewer than 500 deliveries with a pickup or drop-off location in New York City for the mode of transportation during the report year, or “0” otherwise. See note (4) for further instruction.	X			
trip_workers	numeric	See Monthly Report Specifications , above.	X			
oncall_workers	numeric	See Monthly Report Specifications , above.		X	X	X
trip_hours_total	numeric	See Monthly Report Specifications , above.	X			
trip_hours_to_pickup	numeric	See Monthly Report Specifications , above.	X			
trip_hours_to_dropoff	numeric	See Monthly Report Specifications , above.	X			
oncall_hours	numeric	See Monthly Report Specifications , above.		X	X	X
distance_total	numeric	See Monthly Report Specifications , above.		X	X	
distance_to_dropoff	numeric	See Monthly Report Specifications , above.	X			
pay_for_trip_time_or_oncall_time	numeric	See Monthly Report Specifications , above.		X	X	X
pay_for_nyc_trips	numeric	See Monthly Report Specifications , above.	X			
tips_for_nyc_trips	numeric	See Monthly Report Specifications , above.	X			

Field	Type	Description	All DS	FD	CS	GD
deliveries_completed	numeric	See Monthly Report Specifications , above.	X			
trips_completed	numeric	See Monthly Report Specifications , above.	X			
trips_cancelled	numeric	See Monthly Report Specifications , above.	X			

Notes:

- (1) A Delivery Service must report mode of transportation using classifications consistent with the New York State Vehicle and Traffic Law.
 - For a “Bicycle” under [NYS VAT §102](#), including a “Bicycle with electric assist” under [NYS VAT §102-c](#), use the category “**1 - Bicycle.**”
 - For a “Motorcycle” under [NYS VAT §123](#), including a “Limited Use Motorcycle” under [NYS VAT §121-b](#), use the category “**2 - Motorcycle.**”
 - For a “Motor vehicle” under [NYS VAT §125](#) that is not a “Motorcycle” under [NYS VAT §123](#), including a “Limited Use Motorcycle” under [NYS VAT §121-b](#), use the category “**3 - Cars and Other Motor Vehicles.**”
 - For walking or public transportation, use the category “**4 - No Vehicle.**”
 - Where the mode of transportation is not known to the Delivery Service, use the category “**5 - Unknown.**”
 - Use the category “**6 - All Modes**” to report activity for the period regardless of mode of transportation.

Further guidance on classifying and distinguishing bicycles with electric assist (often known “e-bikes”) and limited-use motorcycles (often known as “mopeds”) is [available](#) from the New York City Department of Transportation.

- (2) A delivery service should report a contracted delivery worker’s activity for all fields from *trip_workers* through *trips_cancelled* based on the contracted delivery worker’s principal mode of transportation during the period.
- (3) If a Delivery Service maintains a policy or practice that limits the mode of transportation to a single category, the Delivery Service should report all activity under that category. For example, if a Delivery Service requires use of a car, van, or truck for delivery, the Delivery Service should report all activity under the “3 – Cars and Other Motor Vehicles” category, even if it has not verified the actual mode of transportation used by each contracted delivery worker.
- (4) A Delivery Service other than a third-party food delivery service, third-party courier service, or third-party grocery delivery service that facilitated fewer than

500 deliveries with a pickup or drop-off location in New York City for a mode of transportation category during the report year is not required to complete any field following *low_volume_indicator* for that category. All such fields should be reported as "NULL."

- (5) If in the *trip_workers*, *oncall_workers*, *trips_completed*, or *trips_cancelled* fields the Delivery Service is reporting "NULL" in only one row in the field due to a cell having a value that is greater or equal to 1 and less than or equal to 10, the Delivery Service should also report "NULL" in the "6 - All Modes" row for that field.

Annual Report Specifications – Part 2: Summary by Zip Code

Description

Part 2 of the Annual Report contains statistical tabulations concerning the services contracted delivery workers performed for the Delivery Service during the reporting year, aggregated by zip code. The report also contains a total across all zip codes.

Data Structure

Each row represents a zip code within New York City, except that zip codes outside of New York City must be represented in a single row (“Other”), and the total across all zip codes should be represented in an additional row (“Total”). Some fields must be reported based on the zip code to which the order is delivered. Other fields must be reported based on the zip code from which the order is picked-up. See field descriptions for details.

Required fields are indicated by an “X.” Fields where “All DS” is marked with an “X” are required of **all** Delivery Services. Other fields are only required of Third-Party Food Delivery Services (“FD”), Third-Party Courier Services (“CS”), or Third-party Grocery Delivery Services (“GD”). If a Delivery Service is not required to report a given field, it should still include the field in its report but populate the field with the 4-character “NULL” string. If a Delivery Service is required to report a field but had no activity to report, the Delivery Service must report “0”. The report should not contain any missing, blank, or empty cells.

Schema

The report must be prepared as follows, with field names in the first row:

Field	Type	Description	All DS	FD	CS	GD
delivery_service	string	Abbreviated name of the Delivery Service. See Reporting Procedure for naming conventions.	X			
zip	string	A five-digit ZIP code. Use “Other” for deliveries outside of New York City. Use “Total” for all zip codes.	X			
report_year	numeric	Reference year covered by the report.	X			
first_pay_period_start	ISO 8601 datetime	Start date and time of the first pay period covered by the report year. See Monthly Report Specifications for <i>pay_period_start</i> , above.	X			

Field	Type	Description	All DS	FD	CS	GD
last_pay_period_end	ISO 8601 datetime	End date and time of the last pay period covered by the report year. See Monthly Report Specifications for <i>pay_period_end</i> , above.	X			
low_volume_indicator	numeric	Takes a value of “1” if the Delivery Service facilitated fewer than 100 deliveries to or from the zip code during the report year, or “0” otherwise. See note (1) for further instruction.	X			
customer_dropoff_locations	numeric	See Monthly Report Specifications , above. Only include deliveries to the zip code.	X			
merchant_pickup_locations	numeric	See Monthly Report Specifications , above. Only include deliveries from the zip code.	X			
deliveries_completed_to_zip	numeric	See Monthly Report Specifications , above. Only include deliveries to the zip code.	X			
deliveries_completed_from_zip_code	numeric	See Monthly Report Specifications , above. Only include deliveries from the zip code.	X			
order_subtotals_to_zip	numeric	See Monthly Report Specifications , above. Only include orders reported in <i>deliveries_completed_to_zip</i> .	X			
order_subtotals_from_zip	numeric	See Monthly Report Specifications , above. Only include orders reported in <i>deliveries_completed_from_zip</i> .	X			
customer_order_fees_to_zip	numeric	See Monthly Report Specifications , above. Only include orders reported in <i>deliveries_completed_to_zip</i> .	X			

Field	Type	Description	All DS	FD	CS	GD
customer_order_fees_from_zip	numeric	See Monthly Report Specifications , above. Only include orders reported in <i>deliveries_completed_from_zip</i> .	X			
merchant_order_fees_to_zip	numeric	See Monthly Report Specifications , above. Only include orders reported in <i>deliveries_completed_to_zip</i> .	X			
merchant_order_fees_from_zip	numeric	See Monthly Report Specifications , above. Only include orders reported in <i>deliveries_completed_from_zip</i> .	X			

Notes:

- (1) A Delivery Service other than a third-party food delivery service, third-party courier service, or third-party grocery delivery service that facilitated fewer than 100 deliveries with a pickup or drop-off location in the zip code in the period is not required to complete any field following *low_volume_indicator*. All such fields should be reported as “NULL.”
- (2) For all zip code categories, including “Other” and “Total,” only include data for deliveries with a pickup or drop-off location in New York City.
- (3) If in the *customer_dropoff_locations* or *deliveries_completed_to_zip* fields the Delivery Service is reporting “NULL” in only one row in the field due to a cell having a value that is greater or equal to 1 and less than or equal to 10, the Delivery Service should also report “NULL” in the “Total” row for that field.

Annual Report Specifications – Part 3: Summary by Merchant Line of Business

Description

Part 3 of the Annual Report contains statistical tabulations concerning the services contracted delivery workers performed for the Delivery Service during the reporting year, aggregated by merchant line of business. The report also contains a total across all merchant types.

Data Structure

Each row represents one of the following merchant lines of business: “1 - Restaurant,” “2 - Grocery,” “3 - Other,” or “4 - Total.” The submitted report must have 4 rows of data, one for each merchant category.

Required fields are indicated by an “X.” Fields where “All DS” is marked with an “X” are required of **all** Delivery Services. Other fields are only required of Third-Party Food Delivery Services (“FD”), Third-Party Courier Services (“CS”), or Third-party Grocery Delivery Services (“GD”). If a Delivery Service is not required to report a given field, it should still include the field in its report but populate the field with the 4-character “NULL” string. If a Delivery Service is required to report a field but had no activity to report, the Delivery Service must report “0”. The report should not contain any missing, blank, or empty cells.

Schema

The report must be prepared as follows, with field names in the first row:

Field	Type	Description	All DS	FD	CS	GD
delivery_service	string	Abbreviated name of the Delivery Service. See Reporting Procedure for naming conventions.	X			
merchant_category	string	Takes a value of “1 - Restaurant,” “2 - Grocery,” “3 - Other,” or “4 - Total.” See note (1) for guidance on classifying merchant locations.	X			
report_year	numeric	Reference year covered by the report.	X			
first_pay_period_start	ISO 8601 datetime	Start date and time of the first pay period covered by the report year. See Monthly Report Specifications for <i>pay_period_start</i> , above.	X			

Field	Type	Description	All DS	FD	CS	GD
last_pay_period_end	ISO 8601 datetime	End date and time of the last pay period covered by the report year. See Monthly Report Specifications for <i>pay_period_end</i> , above.	X			
low_volume_indicator	numeric	Takes a value of “1” if the Delivery Service facilitated fewer than 500 deliveries from the merchant category that had a pickup or drop-off location in New York City, or “0” otherwise. See note (2) for further instruction.	X			
trip_workers	numeric	See Monthly Report Specifications , above.	X			
trip_hours_total	numeric	See Monthly Report Specifications , above.	X			
trip_hours_to_pickup	numeric	See Monthly Report Specifications , above.	X			
trip_hours_to_dropoff	numeric	See Monthly Report Specifications , above.	X			
pay_for_nyc_trips	numeric	See Monthly Report Specifications , above.	X			
tips_for_nyc_trips	numeric	See Monthly Report Specifications , above.	X			
customer_dropoff_locations	numeric	See Monthly Report Specifications , above.	X			
deliveries_completed	numeric	See Monthly Report Specifications , above.	X			
deliveries_completed_marketplace	numeric	See Monthly Report Specifications , above.		X	X	X
deliveries_completed_courier	numeric	See Monthly Report Specifications , above.		X	X	X
trips_completed	numeric	See Monthly Report Specifications , above.	X			
trips_cancelled	numeric	See Monthly Report Specifications , above.	X			
order_subtotals	numeric	See Monthly Report Specifications , above.	X			

Field	Type	Description	All DS	FD	CS	GD
order_subtotals_marketplace	numeric	See Monthly Report Specifications , above.		X	X	X
order_subtotals_courier	numeric	See Monthly Report Specifications , above.		X	X	X
customer_order_fees	numeric	See Monthly Report Specifications , above.	X			
customer_order_fees_marketplace	numeric	See Monthly Report Specifications , above.		X	X	X
customer_order_fees_courier	numeric	See Monthly Report Specifications , above.		X	X	X
customer_subscription_fees	numeric	See Monthly Report Specifications , above.	X			
merchant_pickup_locations	numeric	See Monthly Report Specifications , above.	X			
merchant_order_fees	numeric	See Monthly Report Specifications , above.	X			
merchant_order_fees_marketplace	numeric	See Monthly Report Specifications , above.		X	X	X
merchant_order_fees_courier	numeric	See Monthly Report Specifications , above.		X	X	X
merchant_other_fees	numeric	See Monthly Report Specifications , above.		X	X	X

Notes:

- (1) A Delivery Service should classify merchant locations based on the principal goods the Delivery Service delivers from that location. For a “Food Service Establishment,” as defined in [NYC Code §20-1501](#), use “1 - Restaurant.” For a “Retail food establishment,” as defined in [NYC Code §20-1501](#), use “2 - Grocery.”
- (2) A Delivery Service other than a third-party food delivery service, third-party courier service, or third-party grocery delivery service that facilitated fewer than 500 deliveries in the merchant category in the period is not required to complete any field following *low_volume_indicator*. All such fields may be left as “NULL.”
- (3) If in the *trip_workers*, *customer_dropoff_locations*, *deliveries_completed*, *deliveries_completed_marketplace*, *deliveries_completed_courier*, *trips_completed*, or *trips_cancelled* fields the Delivery Service is reporting “NULL” in only one row in the field due to a cell having a value that is greater or equal to 1 and less than or equal to 10, the Delivery Service should also report “NULL” in the “4 - Total” row for that field.