

# Michigan - Bureau of Elections

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## MERTS Plus File Layout for Electronic Filing

Updated Release Date - 02/08/2010

MERTS\_VPFileLayout

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# I. Overview of the File Layout

In order for the electronic filing server to recognize and acknowledge that the file is a valid electronic filing, the filing must have a valid Header identifier. The identifying information is placed in the Header section of the filing. An example of the identifying information is:

```
[Header]
State_Cd, MI
PDP_Ver, 1.00
[End Header]
```

\* The filing will not be accepted if the above information is not supplied.

## **IMPORTANT INFORMATION:**

### **FATAL ERROR: No Key**

If the Header information is not supplied, the electronic filing server will return a message back stating “**fatal error: no key**”. You will also receive this message from the Validation routine if the Header information is missing.

The identifying Header information is **NOT** the same as the Header Record, which follows it immediately within the electronic filing. An explanation and the layout for the Header Record will be discussed in Section II.

The first record in a PDP file must be a short CSV (Comma Separated Value) record identified with the text "HDR" in the first field and "PDP" in the second field. The rest of the fields contain information such as version numbers and software identification for the filing database program, which created the electronic PDP filing. The layout of a HDR record is described on the next page.

The Database program is responsible for creating the various record types described in this document. All records are CSV format records. Fields may be surrounded by double-quote characters (any fields which might contain embedded commas should always be surrounded by double-quotes).

The filer database will assemble the various records into a single PDSERF/Plus (.PDP) file with a HDR record, immediately followed by a CVR (Cover) record, followed by SMRY, RCPT, EXPN, DEBT, FRSR, and PFND records as required by the needs of particular type of filing.

Five types of reports can be filed electronically. The reports and the Form sets supported are listed below:

<b>Form Set</b>	<b>Type of Electronically Filed Report</b>
CCM	Candidate Committee
GUB	Governor Committee
PAC	Political Action Committee (PAC)
PPY	Political Party Organization
BAL	Ballot Measure
P-F	Public Funding report for a Governor Committee

Note: The following layouts use 'Rx', 'R', 'Cx' & 'C' to indicate if a field is (R)equired or (C)onditionally required. If required {or conditionally required} and data is missing, the 'x' indicates whether this results in a filing being "Rejected" by the agency.

- 'Rx' = (R)equired field; Agency "Rejects" filing (Level-8)
- 'R' = (R)equired field, but Agency "Accepts" filing (Level-4)
- 'Cx' = (C)ond Required field; Agency "Rejects" filing (Level-8)
- 'C' = (C)ond Required field, but agency "Accepts" filing (Level-4)

'o' = (O)ptional field. Code is used within this document so that programs, which 'read' this document, can use a simple and consistent approach for parsing the text.

**SPECIAL NOTES FOR VENDORS:**

It is highly recommended that a Unique Identification String be used in the filer software 'Name' field. This string should never change, even as the versions do.

Version Changes should only be passed in the specific version Field.

The Name you choose for the filer software MUST remain the same of the files will not successfully load into the Michigan Bureau of Elections database.

Invalid values, in ANY field, may cause a 'Fatal Error' resulting in a rejected filing.

**Due to tighter security constraints, the filing server will NO LONGER ACCEPT filings with any values in any of the three DMV# fields. These fields are now obsolete. If any value exists for DMV\_Number, Tres\_DMV or Book\_DMV in the Coverpage record layout, the filing will be rejected.**

## II. Header Record Layout (common to all PDP filing types)

R(x)		Max	
#	C(x)	Field Name	Len Description
01	Rx	Rec_Type	3 Record Type. Value: HDR
02	Rx	EF_Type	3 Electronic Filing Type (aka: Form_Type) Value: PDP
03	Rx	State_Cd	2 State Code. Value: MI
04	Rx	PDP_Ver	4 PDP Version#. Value: 1.00
05	Rx	Soft_Name	30 Filer Software Name ( <b>This name must remain the same even if the version # changes</b> )
06	Rx	Soft_Ver	16 Filer Software Version #
07	o	Name_Delim	1 Internal Delimiter used in Name fields. Default value is "^" (caret symbol).

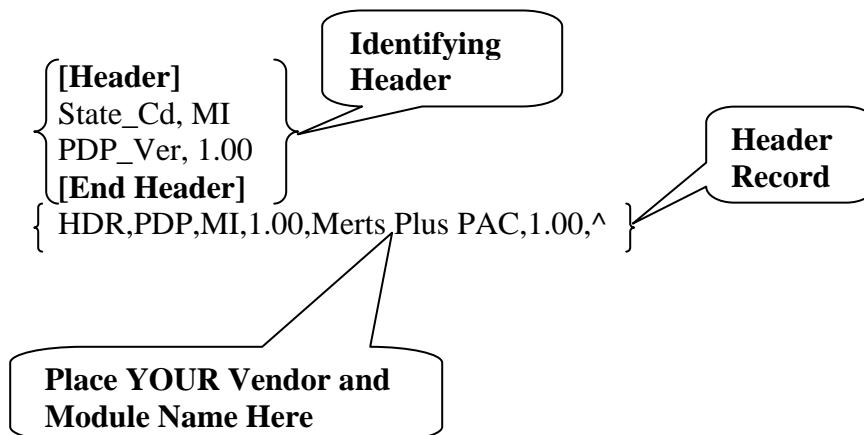
An example of a valid Header record is as follows:

HDR,PDP,MI,1.00,Merts2,1.00,^

As previously mentioned, the “Header Record” is **NOT** the same as the “Identifying Header” 4-lines and must follow the identifying Header information.

Also, place your Vendor Name **AND** the Module Name within the Header Record (as displayed below.) Ex. HDR,PDP,MI,1.00,*Your Vendor and Module Name Here*,1.00,^

An example of use of the Identifying Header (first bracket) and the Header Record (Second Bracket) are as follows:



### III. Various Field Types

PDSERF/Plus files are not case sensitive. Rec\_Type, Form\_Type and all "code" fields (eg. Entity\_Cd, Yes/No fields, Check-box fields), can have values represented in any mix of UPPERCASE or lowercase letters. It is important that software that generates PDSERF/Plus files prevent any fields from containing leading spaces. Fields with leading spaces are not allowed.

Fields may be surrounded by double-quoted characters, it is very important that fields which actually contain an embedded comma (such as a name or an address) are surrounded by double-quotes.

#### Dates

All date fields must be in CCYYMMDD format. Dates are always coded as 8-digit fields in Century, Year, Month, & Day order. An example of a valid date is 20031113 or 20030907.

#### Amounts

Monetary amounts are stored with an "explicit" decimal point, which, when coded, must be followed by exactly 2 decimal (cents) positions.

Examples:

123.45 = \$123.45

345 = \$345.00

567.8 (invalid)

#### Rates and Percents

Rates & Percents are expressed decimal "rates" in 5-character fields. Values are represented with an explicit decimal point (eg. 0.056 is equivalent to 5.6%).

#### Names

Often times, a Form or Schedule will ask for a Name which can either be a person or an organization. PDSERF/Plus record layouts use single 36-character name fields for storing the names of both persons and organizations. These "dual purpose" name fields are associated with "Entity Codes" that indicate whether the particular name is that of an individual, a committee or some sort of an organization.

Organization Names are stored "as-is" in the Name field.

When the named entity is a person, the parts of the name (Last Name; First Name), are stored in the name field as a string with the parts separated by the "Name Delimiter" character (as defined in the Name\_Delim= setting of the Header record). The order of the two (2) name components is:

"Last Name^First Name [& Middle Initial/Name(s)]"

The ^ (caret) character is the default Name Delimiter character unless the Name\_Delim= setting declares a different character.

The Maximum length of the "First Name [& Middle Initial/Name(s)]" component is 20-characters.

Note: Name fields which are strictly for personal names don't have to be parsed into Lname^Fname^... etc. These are typically the "as signed" treasurer, notary, candidate, kinds of names.

Examples:

CATT Development^^^

Bastian^James^Mr^Esq

Banks^Salma Daisy^Ms^

Jones^Toni^Ms^

### **Addresses**

Addresses must contain a complete street address, city, state, and a ZIP+4 code. In other words, a complete mailing address must be supplied when address is required.

PDSERF/Plus records allow for 2 lines of street address (in addition to the fields for city, state, and ZIP+4 code). When only one line of street address is given, it should be coded in the Address1 field and the Address2 field should be blank.

### **Zip Codes and Zip+4**

Zip Codes are defined as a maximum of 10 characters. Zip Codes can be stored as 5-digit, 9-digit, or as 5-digit/hyphen/4-digit values.

### **Phone Numbers**

Phone numbers are 10-characters and include a 3-digit area code and a 7-digit number. Non-numeric characters such as "( ) / -" are not allowed.

### **Yes/No Box Pairs**

Yes/No Boxes are represented on Forms and Schedules as two separate boxes. They are mutually exclusive in their use, however if a filer checks both boxes in a Yes/No group, this should be interpreted the same as if neither box is checked. The results are stored in a single field in the Electronic File - the only acceptable values in a Yes/No field are blank, "Y" and "N".

### **Single Check-Boxes**

Check-box fields differ from Yes/NO Boxes. Check-boxes reflect either a "positive" response (i.e. the filer has put a check-mark, an "X" or some other kind of marking in the Box), or "no response". The lack of a mark in a Check-box means only that a "positive" response HAS NOT been made. It does not indicate a "negative" response - the filer might have ignored the Check-box on the form.

In electronic filing, Check-box fields are coded with an "X" to indicate that the item on the form was "checked". Nothing is coded when the item was not "checked".

## **Check-Box Groups**

Forms often have groups of Check-boxes where only one box can be checked. These are called "mutually exclusive" Check-box groups. The convention used in PDSERF/Plus files is to define a single field to represent a group of mutually-exclusive Check-boxes on a paper form. Code values are defined to represent each possible selection (e.g. [1|2|3|...] or [A|B|C|...]).

Note 1: The convention in MS Windows is to offer mutually exclusive choices with what are called "radio buttons".

Note 2: The convention in PDSERF/Plus is to define a separate field for each check-box which is not part of a mutually exclusive group. (see Single Check-boxes above).

## **Filing Types and Entity Codes**

The following 3-character codes are used to indicate various kinds of persons and organizations throughout this document:

### **Filing Entities / Filing Types**

- CCM - Candidate Committee
- GUB - Governor Committee
- PAC - Political Action Committee (PAC)
- PPY - Political Party
- BAL - Ballot Measure
- P-F - Public Funding report for a Governor Committee

### **Entity Codes**

- CAN - Candidate
- COM - Candidate Committee
- IND - Individual
- SPP - State Political Party Committee
- DPP - Congressional District Political Party Committee
- CPP - County Political Party Committee
- SBP - Statewide ballot Proposal
- LBP - Local ballot Proposal
- PAC - Political Committee
- IPC - Independent Committee
- CPC - Caucus Committee
- VND - Vendor
- GUB - Gubernatorial Committee
- FIN - Financial Institution
- BQQ - Ballot Question Committee
- OTH - Other entity

Filing Entities/Filing Types are the types that are to be assigned to the report types or actual filing committees. The Entity codes are to be used within the data file and assigned to the actual entities that the transactions are attributed to.

## IV. Amendment Processing of Items in Schedules

The Rpt\_Number on the filing's "cover" page (CVR.06.Rpt\_Number) is used to identify original reports and any amendments. An original report has a Rpt\_Number equal to zero, any amendments have a Rpt\_Number from 1 to 999.

### IMPORTANT INFORMATION:

Although transaction codes are required to declare “an intent” for the submitted data, they do **NOT** necessarily determine what action will be taken on that record. For instance:

Regardless of transaction code, any records submitted with an amended report that is not found to match the Transaction ID of a previously reported transaction for that report will be **ADDED** to that report.

Regardless of transaction code, any records **NOT** submitted with an amended report that were previously submitted on that original or previous amended report will be **DELETED** from that report.

To avoid unintended results, it is necessary that all amendments include **ALL** previously submitted records for that report (original + previous amendments) with transaction codes declaring the intent of the transacted data as prescribed for the Amend\_Cd field.

If no changes occurred for a transaction within the amendment, then the record(s) Amend\_Cd should be marked as an ‘N’ for “**No Change**”.

Tran\_ID: A unique *integer* identifier permanently associated with each itemization or transaction appearing in a PDP electronic file. If a given itemization appears in more than one schedule then the Tran\_ID associated with that itemization should have the same value among the various schedules. All Tran\_IDs of itemizations appearing in any amending report must match the Tran\_IDs first used for those same itemizations in the original report.

The Tran\_ID assigned and maintained by the filer's software is used by the Michigan BOE's database to uniquely identify each itemization from every schedule and from every filer. It is critically important that when a filer amends a previously filed electronic report, the Tran\_IDs of the subsequent amendment match those already reported. It is acceptable for a Tran\_ID of one original report to be assigned a value that was used on a previous original report.

### Tran\_ID Requirements

- **Tran\_IDs must be unique WITHIN a report group** - that is an original report and all of its amendments as identified in CVR.06.Rpt\_Number.
- Numbering schema should start at number One (1) and work up.
- **All Tran\_IDs must contain positive integer values without leading zeroes or commas.**
- **The Integer range for Tran\_IDs will be: 1 – 2147483647.**
- **Disregard ‘Max\_Len’ requirement for this field since it is an ‘Integer’ value type.**

**Amendment Codes (Amend\_Cd)**

Amendment Codes {Amend\_Cd} are used on all schedules. For all record types containing this field, it is *required at all times*. On original filings, (CVR.06.Rpt\_Number = 000) the Amendment Code should contain "A" (Add). On subsequent amended reports, it may contain any of the designated values.

If a filing is an amendment to an earlier "original" filing (CVR.06.Rpt\_Number >= 001), every schedule itemization must contain one of 4 values:

<b>Amendment Codes (Amend_Cd)</b>	
A	= Add {a new item}
C	= Change {the original item}
D	= Delete {the original item}
N	= No Change {to the original item}
O	= Obsolete {reserved for future use}

## V. Coding Memo Subitemization Records

Memo subitemization records are supplemental information breakdowns with a many-to-one relationship to one parent record of the same record type. They can be submitted with RCPT, EXPN, DEBT and FRSR record types.

### Relating Sub-Itemization Records to Main Records

The BakRef\_TID of a "sub-itemization" (a "child" record in programmer talk) is used to "refer back" to the main itemization record in a schedule. A sub-itemization does not count toward any schedule or summary page dollar totals. It is an informational record.

A non-blank BakRef\_TID both indicates that a record is a "child" record, and also points (refers back) to the main itemization or "parent" record. The value that is coded into the BakRef\_TID of a child record is that of the Tran\_ID belonging to the parent record.

Instances where BakRef\_TID pointers to parent record Tran\_ID's are required:

- RCPT "parent" records can have one or more "child" records that describe detailed sub-itemization.
- EXPN "parent" records can have one or more "child" records that describe detailed sub-itemization.
- DEBT "parent" records can have one or more "child" records that describe detailed sub-itemization (PD) payment detail information.
- FRSR "parent" records can have one or more "child" records that describe detailed sub-itemization (SP) sponsor information.

Memo\_Code and Memo\_RefNo fields for all record types are reserved for future use and should all contain blank values at this time.

### Sorting of Parent and Children records in a Memo Sub-Itemization relationship

Once the above relationships have been properly established, the resulting dataset must be sorted with the parent record first, and subsequent related child record(s) following *directly thereafter, i.e.:*

```
EXPN,B-G,B-G,A,4639,,IND,VOTING RESEARCH INC^^^,256 MAIN
ST,,LANSING,MI,48123,20010722,12081.00,,,,,REGISTERED VOTER POLL,,,6,REGISTERED
VOTER POLL,1,1,,,,,,,,,,,,GUB,,,,,,,,
EXPN,B-G,B-G,A,4640,4639,IND,YATES^ROSLYN^^,5893
HAGADORN,,LANSING,MI,48910,20010730,4500.00,,,,,POLLING,,,6,POLLING,1,1,,,,,,,,
,,GUB,,,,,,,,X,
EXPN,B-G,B-G,A,4641,4639,IND,WILLIAMS^MARJORIE^^,285 W JOLLY
RD,,LANSING,MI,48911,20010730,5000.00,,,,,POLLING,,,6,POLLING,1,1,,,,,,,,,GUB,
,,,,,X,
EXPN,B-G,B-G,A,4649,4639,IND,YATES^ROSLYN^^,5893
ARMSTRONG,,LANSING,MI,48910,20020915,4500.00,,,,,POLLING,,,6,POLLING,2,2,,,,,,,,
,,,GUB,,,,,,,,X,
```

## VI. Financial Disclosure Electronic Filing Formats

	<u>FormName</u>	
<u>RecType</u>	<u>{SubRec}</u>	<u>Description</u>
HDR	PDP	PDSERF/Plus Header record
CVR	CCM	Financial Disclosure Stmt - Candidate
	GUB	Financial Disclosure Stmt - Governor
	PAC	Financial Disclosure Stmt - Political Action Committee (PAC)
	PPY	Financial Disclosure Stmt - Political Party Org.
	BAL	Financial Disclosure Stmt - Ballot Measure
	P-F	Public Funding report for a Governor Committee
SMRY	CCM	Summary Page Line-items - Candidate
	GUB	Summary Page Line-items - Governor
	PAC	Summary Page Line-items - Political Action Committee (PAC)
	PPY	Summary Page Line-items - Political Party Org.
	BAL	Summary Page Line-items - Ballot Measure
	P-F	Public Funding report for a Governor Committee
RCPT	A	Contributions (Table 3) {inc. Merts-I RI}
RCPT	A-1	Other Receipts (Table 4)
RCPT	A-1(g)	Other Receipts [GUB] (Table 4)
RCPT	A-IK	In-kind & Other Receipts (Table 4)
RCPT	A-IK(g)	In-kind & Other Receipts [GUB] (Table 4)
EXPN	B	Expenditures (Table 5) {inc. Merts-I SI}
EXPN	B(g)	Expenditures [GUB] (Table 5) {inc. Merts-I SI}
EXPN	B(p)	Direct Exp [PAC PPY BAL] (Table 5) {inc. Merts-I SI}
EXPN	B-1	Independent Exp [PAC PPY BAL] (Table 5) {inc. Merts-I SI}
EXPN	B-IK	In-kind Expenditures (Table 6)
EXPN	B-IK(g)	In-kind Expenditures [GUB] (Table 6)
EXPN	B-IK(p)	In-kind Expenditures [PAC PPY BAL] (Table 6)
EXPN	B-OE	Schedule B-OE - Office Exp [CCM GUB](Table 7) {inc. SI}
EXPN	B-G	Schedule B-G - GOTV Expenditures (Table 10) {inc. SI}
DEBT	E	Schedule E - Debts Owed To/By Cmtte (Tbl 8) {inc. PD}
DEBT	E(g)	Schedule E - Debts Owed To/By GUB Cmtte (Tbl 8) {inc. PD}
FRSR	F	Schedule F - Fundraising (Table 9) {inc. SP}
PFND	PFND	Schedule PFND - Public Funding [P-F] (Table 11)

## VII. Cover Page Record Layout

<u>R(x)</u>	<u>Max</u>	<u># C(x) Field Name</u>	<u>Len</u>	<u>Description</u>
01 Rx	3	Rec_Type		Record Type. Value: CVR
02 Rx	3	Form_Type		Type of Filing or Formset. Values: CCM - Candidate; GUB - Governor; PAC - Political Action Committee (PAC); PPY - Political Party Org; BAL - Ballot Measure. P-F - Public Funding Rpt for Gov Cmtte
03 Rx	7	Filer_ID		ID of Filer ( <b>pre-assigned by the Dept of Elections, an example of a valid ID would be 1234567, <u>please make sure to remove the dash</u></b> )
04 Rx	3	Entity_Cd		Filer Entity_Cd.  Values: CCM - Candidate Committee; GUB - Gubernatorial (Governor) Committee; PAC – Political Action Committee (PAC) that IS NOT applying Independent limits; <b>IPC - Political Action Committee (PAC) that IS applying Independent limits;</b> PPY - Political Party; BAL - Ballot Measure
05 Rx	100	Filer_Name		Name of Entity Filing Report
06 Rx	3	Rpt_Number		Report Number Values: 0 (zero) = Original Report 1-999 = Amendment #1-999
07 Rx	8	Rpt_Date		Date this report is filed
08 R	4	Type_Rpt		Values: PRE - Pre-Election; POST - Post-Election; ANN - Annual; TRI - Triannual ([non]caucus); QTR - Quarterly (PAC); QUAL - Qualifying (BAL); NONQ - Non-qualifying (BAL); SPE - Special Election (PAC).
09 R	3	Type_Elec		Statement relates to Election Values: PRI - Primary; GEN - General; CVN - Convention;

SCH - School;  
 CAU - Caucus;  
 JAN - January;  
 APR - April;  
 JLE - July - Even Year;  
 JLO - July - Odd Year;  
 OCE - October - Even Year;  
 OCO - October - Odd Year;  
 SPP - Special Primary;  
 SPG - Special General;

10 R	From_Date	8	Reporting Period From Date
11 R	Thru_Date	8	Reporting Period To/Thru Date
12 C	Cand_Name	36	Candidate Name {Req: [CCM GUB]}
13 C	Office	35	Title of Office held or sought {Req: [CCM GUB]} Values: GUB - Governor - without Public funding GUB_PF - Lt. Governor - with Public funding GUB_NPF - Lt. Governor - without Public funding SOS - Secretary of State AG - Attorney General SS - State Senate SR - State Representative SBE - State Board of Education UMR - University of Michigan Regents MSUT - Michigan State University Trustees WSUG - Wayne State University Governors SC - Supreme Court CA1 - Court of Appeals (Population 250,000+) CA2 - Court of Appeals (Population 85,001 - 250,000) CA3 - Court of Appeals (Population 85,000 or less) CC1 - Circuit Courts (Population 250,000+) CC2 - Circuit Courts (Population 85,001 - 250,000) CC3 - Circuit Courts (Population 85,000 or less) DC1 - District Courts (Population 250,000+) DC2 - District Courts (Population 85,001 - 250,000) DC3 - District Courts (Population 85,000 or less) PC1 - Probate Courts(Population) PC2 - Probate Courts (Population 85,001 - 250,000) PC3 - Probate Courts (Population 85,000 or less) MC1 - Municipal Courts (Population 250,000+) MC2 - Municipal Courts (Population 85,001 - 250,000) MC3 - Municipal Courts (Population 85,000 or less) UND - Undecided
14 C	Dist_Juris	15	District/Jurisdiction {Req: CCM}
15 C	Res_County	35	County of Residence {Req: [CCM GUB]}

16 o	DMV_Number	35	Obsolete	<b>ALL FILINGS WILL BE REJECTED BY THE SERVER IF THIS FIELD IS NOT BLANK!</b>
17 C	Cmte_Addr1	30	Street 1 of Entity Filing Report	
18	Cmte_Addr2	30	Street 2 of Entity Filing Report	
19 C	Cmte_City	20	City of Entity Filing Report	
20 C	Cmte_State	2	State of Entity Filing Report	
21 C	Cmte_ZIP4	10	ZIP+4 of Entity Filing Report	
22 o	Cmte_Phone	10	Phone of Entity Filing Report	
23 C	Elect_Date	8	Election Date {Req: Type_Elec=[PRI GEN CVN SCH CAU SPP SPG]}	
24 C	An_Stmt_Yr	4	Annual Statement Year {Req: Type_Rpt=[ANN]}	
25 o	Termin_Dt	8	Dissolution Date	
26 R	Tres_Name	36	Treasurer Name	
27 R	Tres_Addr1	30	Treasurer Street 1	
28 o	Tres_Addr2	30	Treasurer Street 2	
29 R	Tres_City	20	Treasurer City	
30 R	Tres_State	2	Treasurer State	
31 R	Tres_ZIP4	10	Treasurer Zip	
32 R	Tres_Phone	10	Treasurer Phone	
33 o	Tres_DMV	13	Obsolete	<b>ALL FILINGS WILL BE REJECTED BY THE SERVER IF THIS FIELD IS NOT BLANK!</b>
34 C	TBus_Addr1	30	Treasurer Business Street 1	
35 o	TBus_Addr2	30	Treasurer Business Street 2	
36 C	TBus_City	20	Treasurer Business City	
37 C	TBus_State	2	Treasurer Business State	
38 C	TBus_ZIP4	10	Treasurer Business Zip	
39 o	TBus_Phone	10	Treasurer Business Phone	
40 o	Book_Name	36	Book-keeper Name	
41 C	Book_Addr1	30	Book-keeper Street 1	
42 o	Book_Addr2	30	Book-keeper Street 2	
43 C	Book_City	20	Book-keeper City	
44 C	Book_State	2	Book-keeper State	
45 C	Book_ZIP4	10	Book-keeper Zip	
46 o	Book_Phone	10	Book-keeper Phone	
47 o	Book_DMV	13	Obsolete	<b>ALL FILINGS WILL BE REJECTED BY THE SERVER IF THIS FIELD IS NOT BLANK!</b>
48 C	Qualify_Dt	8	Qualifying Date {Ballot Committee only}	
49 o	App_Number	2	Application Number (Public Funding "P-F" only)	
50 o	Seq_Number	6	Sequence (Re-sub) Number (Public Funding "P-F" only)	
51 R	Can_Sig_Nm	36	Candidate Name (as signed)	
52 R	Can_Sig_Dt	8	Candidate Signature Date	
53 R	Tre_Sig_Nm	36	Treasurer Name or Book-keeper (as signed)	
54 R	Tre_Sig_Dt	8	Signature Date	
55 R	Sign_Code	1	Who signed? 1 = Treasurer; 2 = Book-keeper	
56 C	Pol_Party	30	Political Party (Public Funding "P-F" only)	
57 C	Dep_Name	36	Depository Name (Public Funding "P-F" only)	
58 C	Dep_Addr1	30	Depository Address1 (Public Funding "P-F" only)	
59 o	Dep_Addr2	30	Depository Address2 (Public Funding "P-F" only)	

60 C	Dep_City	20	Depository City (Public Funding "P-F" only)
61 C	Dep_State	2	Depository State (Public Funding "P-F" only)
62 C	Dep_ZIP4	10	Depository Zip (Public Funding "P-F" only)

## VIII. Summary Totals Record Layout

<b>R(x)</b>	<b>Max</b>	<b># C(x)</b>	<b>Field Name</b>	<b>Len</b>	<b>Description</b>
01 Rx			Rec_Type	4	Record Type Value: SMRY
02 Rx			Form_Type	3	Name of Form
03 Rx			Line_Item	8	Line Number of Summary Total (if any)
04 R			Amount1	12	Summary Amount (Column 1) - <b>REQUIRED</b>
05 R			Amount2	12	Summary Amount (Column 2) - See format below
06 R			Amount3	12	Summary Amount (Col 3 used on GUB summary page) - See format below
07 R			Amount4	12	Summary Amount (Col 4 used on GUB summary page) - See format below

Note 1: Line\_Item is assigned values according to type of filing (CCM, GUB, P-F, PAC, PPY, & BAL). Summary pages differ among all except PPY & BAL filings.)

Note 2: When entering the SMRY information, you cannot enter information that goes beyond the specified format. Doing so will cause the Totals to shift on the printed version of the form.

Note 3: If an amount field on the Summary Page is zero, you **MUST** pass 0.00 as the field value. This is a **REQUIRED** field by the Bureau of Elections not by the electronic filing process. Therefore, your filing will pass the electronic validation process when uploading and will not be flagged. However, the Bureau of Elections will be contacting you to correct this error.

### **CCM Candidate Committee filings use the following SMRY records:**

SMRY,CCM,3a,{ Amt1 } (Summary Page records required on all CCM filings.)  
 SMRY,CCM,3b,{ Amt1 }  
 SMRY,CCM,3c,{ Amt1 },{ Amt2 } (2nd amount is for #18 in Column 2 of CCM Sum Page)  
 SMRY,CCM,4,{ Amt1 },{ Amt2 } (2nd amount is for #19 in Column 2 of CCM Sum Page)  
 SMRY,CCM,5,{ Amt1 },{ Amt2 } (2nd amount is for #20 in Column 2 of CCM Sum Page)  
 SMRY,CCM,6,{ Amt1 },{ Amt2 } (2nd amount is for #21 in Column 2 of CCM Sum Page)  
 SMRY,CCM,7,{ Amt1 },{ Amt2 } (2nd amount is for #22 in Column 2 of CCM Sum Page)  
 SMRY,CCM,8a,{ Amt1 }  
 SMRY,CCM,8b,{ Amt1 }  
 SMRY,CCM,8c,{ Amt1 }  
 SMRY,CCM,9,{ Amt1 },{ Amt2 } (2nd amount is for #23 in Column 2 of CCM Sum Page)  
 SMRY,CCM,10a,{ Amt1 }  
 SMRY,CCM,10b,{ Amt1 }  
 SMRY,CCM,11,{ Amt1 },{ Amt2 } (2nd amount is for #24 in Column 2 of CCM Sum Page)  
 SMRY,CCM,12a,{ Amt1 }  
 SMRY,CCM,12b,{ Amt1 }  
 SMRY,CCM,13,{ Amt1 }  
 SMRY,CCM,14,{ Amt1 }  
 SMRY,CCM,15,{ Amt1 }  
 SMRY,CCM,16,{ Amt1 }  
 SMRY,CCM,17,{ Amt1 }

**GUB Gubernatorial Committee filings use the following SMRY records:**

Note: {x}1a, {x}1b,... are coded as P1a, P1b,... G1a, G1b,... C1a, C1b,...  
depending on whether Sum totals are for a Primary, General or a Convention.

SMRY,GUB,{x}1a,{Amt1},{Amt2},{Amt3} (Sum Page rec required on all GUB filings)  
SMRY,GUB,{x}1b,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}1c,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}1d,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}1e,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}2a,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}2b,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}2c,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}2d,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}2e,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}3a,{Amt1},{Amt2},{Amt4}  
SMRY,GUB,{x}3b,{Amt1},{Amt2},{Amt4}  
SMRY,GUB,{x}3c,{Amt1},{Amt2},{Amt4}  
SMRY,GUB,{x}3d,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}3e,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}3f,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}3g,{Amt1},{Amt2},{Amt3},{Amt4}  
SMRY,GUB,{x}4a,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4b,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4c,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4d,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4e,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4f,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4g,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4h,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}4i,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5a,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5b,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5c,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5d,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5e,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5f,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}5g,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6a,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6b,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6c,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6d,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6e,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6f,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6g,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}6h,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}7,{Amt1}  
SMRY,GUB,{x}8,{Amt1}  
SMRY,GUB,{x}9,{Amt1}

SMRY,GUB,{x}10,{Amt1}  
SMRY,GUB,{x}11,{Amt1}  
SMRY,GUB,{x}12,{Amt1}  
SMRY,GUB,{x}13,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}14,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}15,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}16,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}17,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}18,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}19a,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}20,{Amt1},{Amt2},{Amt3}  
SMRY,GUB,{x}21,{Amt1}  
SMRY,GUB,{x}22,{Amt1}  
SMRY,GUB,{x}23,{Amt1}  
SMRY,GUB,{x}24,{Amt1}  
SMRY,GUB,{x}25,{Amt1}  
SMRY,GUB,{x}26,{Amt1}  
SMRY,GUB,{x}27,{Amt1}  
SMRY,GUB,{x}28,{Amt1}  
SMRY,GUB,{x}29,{Amt1}

**P-F Public Funding filings use the following SMRY records:**

SMRY,P-F,9b,{Amt1},{Amt2}

**BAL Ballot & PAC Committee filings use the following SMRY records:**

SMRY,[BAL|PAC],3a,{ Amt1 } (Sum Pg rec required on all [BAL|PAC] filings)  
SMRY,[BAL|PAC],3b,{ Amt1 }  
SMRY,[BAL|PAC],3c,{ Amt1 },{ Amt2 } (2nd amt for #18, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],4,{ Amt1 },{ Amt2 } (2nd amt for #19, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],5,{ Amt1 },{ Amt2 } (2nd amt for #20, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],6a,{ Amt1 }  
SMRY,[BAL|PAC],6b,{ Amt1 }  
SMRY,[BAL|PAC],7,{ Amt1 },{ Amt2 } (2nd amt for #21, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],8a,{ Amt1 }  
SMRY,[BAL|PAC],8b,{ Amt1 }  
SMRY,[BAL|PAC],8c,{ Amt1 }  
SMRY,[BAL|PAC],8d,{ Amt1 }  
SMRY,[BAL|PAC],8e,{ Amt1 },{ Amt2 } (2nd amt for #22, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],9,{ Amt1 },{ Amt2 } (2nd amt for #23, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],10,{ Amt1 },{ Amt2 } (2nd amt for #24, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],11,{ Amt1 },{ Amt2 } (2nd amt for #25, Col 2 of [BAL|PAC] Sum Pg)  
SMRY,[BAL|PAC],12a,{ Amt1 }  
SMRY,[BAL|PAC],12b,{ Amt1 }  
SMRY,[BAL|PAC],13,{ Amt1 }  
SMRY,[BAL|PAC],14,{ Amt1 }  
SMRY,[BAL|PAC],15,{ Amt1 }  
SMRY,[BAL|PAC],16,{ Amt1 }  
SMRY,[BAL|PAC],17,{ Amt1 }

## IX. Schedule Layouts (RCPT, EXPN, FRSR, PFND)

### SCHEDULE A - CONTRIBUTIONS (PDSERF tables 3 & 4)

R(x)	Max		
# C(x)	Field Name	Len	Description
01 Rx	Rec_Type	4	Record Type Value: RCPT
02 Rx	Form_Type	7	Value: A; Monetary Rcpts - [CCM GUB PAC PPY BAL] A-1; "Other" Rcpts - [CCM PAC PPY BAL] A-1(g); "Other" Rcpts - GUB A-IK; In-kind Contrib - [CCM PAC PPY BAL] A-IK(g) In-kind Contrib - GUB
			CCM GUB PAC PPY BAL -----
03 Rx	Form_Name	4	Value: 1A; 1.1A; 2A; 3A; 4A; (Money Contrib) 1A-1; 1.2A; 2A-1; 3A-1; 4A-1; ("Other" Rcpts) 1-IK; 1.3A; 2-IK; 3-IK; 4-IK (In-kind Rcpt)
04 Rx	Amend_Cd	1	Amendment Code Values: A-Add; C-Chg; D-Del; N-NoChg; O-Obsolete {reserved for future use}
05 Rx	Tran_ID	NA	Unique Integer Identifier for this Transaction. <b>REQUIRED.</b> <b>Positive integer values without leading zeroes or commas.</b> <b>Legal integer range for these numbers will be: 1 – 2147483647</b>
06 o	BakRef_TID	NA	Integer Back-Reference to Tran_ID of Form_Type=A parent rec. (Used for additional "RI" Receipt Information)
07 R	Entity_Cd	3	For values refer Entity codes at page no 7.
08 R	Ctrib_Name	36	Name of Contributor
09 R	Ctrib_Adr1	30	Address of Contributor
10 o	Ctrib_Adr2	30	
11 R	Ctrib_City	20	
12 R	Ctrib_St	2	
13 R	Ctrib_Zip4	10	
14 C	Rcvd_Date	8	
15 C	Amount	12	Amount of Contribution (Monetary or In-kind) (aka. "Credit to Limit" if GUB monetary) (aka. "Subject to Limit" if GUB in-kind)
16 C	Aggregate	12	Aggregate (Cumulative) Contributions
17 C	G_Amt_Oth	12	OTHER RCPT "Other" Amt (GUB only)
18 C	G_IK_X39A	12	In-kind Value (GUB Xmt rule 39A)
19 C	G_IK_Misc	12	In-kind Value (GUB Xmt Misc)
20 C	Rcpt_Descr	40	Required if Form_Type=[A-IK A-IK(g)] (In-kind)

- 21 C Ctrib\_Type 1 Required if Form\_Type=A (Monetary)  
Values: 1 - direct;  
2 - loan from person;  
3 - fundraiser contrib.
- 22 C Oth\_TypCd 1 Required if Form\_Type=[A-1|A-1(g)] (Other)  
Values: 1 - Loan from Lending (Financial) Inst | State Campaign fund;  
2 - Interest | Refund/Rebate;  
3 - Refund/Rebate | Loan from Lending Inst;  
4 - Miscellaneous (Other) | Interest;  
5 - Error Correction (GUB Only).  
6 - Misc./ Other (GUB Only).
- 23 C IK\_TypCd 1 Required if Form\_Type=[A-1K|A-1K(g)] (In-kind)  
Values: 1 - Loan Endorsement/Guarantee | Loan Endorsement/Guarantee;  
2 - Goods Donated or Loaned | Goods Donated or Loaned;  
3 - Goods/Services Purchased | Services Donated;  
4 - Services Donated | Assets transferred from Primary Election;  
5 - Goods/Services purchased as Loan | Goods/Services Purchased by Candidate  
6 - Goods/Services purchased as Loan ( GUB only)
- 24 C G\_ElecCode 1 (GUB only) Values: 1 - Primary;  
2 - General;  
3 - Convention.
- 25 C G\_AcctCode 1 (GUB only) Values: 1 - Private; (**Pass '1' for ALL In-kinds**)  
2 - Public. (N/A if In-kind)
- 26 o FundRsr\_Cd 1 Check-Box: Is this In-kind fundraiser related?
- 27 o PAC\_Rcpt 1 Check-Box: Is this a PAC Receipt?
- 28 C Occup 30 Occupation
- 29 C Employer 30 Employer Name
- 30 C Empl\_Addr1 30 Employer Street 1
- 31 o Empl\_Addr2 30 Employer Street 2
- 32 C Empl\_City 20 Employer City
- 33 C Empl\_State 2 Employer State
- 34 C Empl\_Zip4 10 Employer ZIP+4
- 35 o Vend\_Name 30 Vendor from whom In-kind Goods/Svcs were Purchased
- 36 o Vend\_Addr1 30 Vendor Street 1
- 37 o Vend\_Addr2 30 Vendor Street 2
- 38 C Vend\_City 20 Vendor City
- 39 C Vend\_State 2 Vendor State
- 40 C Vend\_ZIP4 10 Vendor ZIP+4
- 41 C Cmtte\_Tres 30 Only for Political [P]arty Committees
- 42 o Memo\_Code 1 Memo item - Dates & Amounts are information only(reserved)
- 43 o Memo\_RefNo 20 Reference to text contained in a TEXT record(reserved for future use)

**SCHEDULE B - EXPENDITURES** (PDSERF tables 5, 6, 7 & 10)

R(x)	Max	
# C(x)	Field Name	Len Description
01 Rx	Rec_Type	4 Record Type Value: EXPN
02 Rx	Form_Type	7 Value: B; Expenditures (Direct) - CCM B(g); Expenditures (Direct) - GUB B(p); Expenditures (Direct) - [PAC PPY BAL] B-1; Independent Expend - [PAC PPY BAL] B-IK; In-kind Expend - CCM B-IK(g); In-kind Expend - GUB B-IK(p); In-kind Expend - [PAC PPY BAL] B-OE; Office Expense - [CCM GUB] B-G GOTV - [CCM GUB PAC PPY BAL]
03 Rx	Form_Name	5 Value: <u>CCM</u> <u>GUB</u> <u>PAC</u> <u>PPY</u> <u>BAL</u> 1B 1.1B 2B 3B 4B (Exp(Dir) 2B-1 3B-1 4B-1 (Ind Exp) 1B-IK 1.2B 2B-2 3B-2 4B-2 (In-kind) 1C 1C (Off Exp) B-G B-G B-G B-G B-G (GOTV Exp)
04 Rx	Amend_Cd	1 Amendment Code Values: A-Add; C-Chg; D-Del; N-NoChg; O-Obsolete{reserved for future use}
05 Rx	Tran_ID	NA Unique Integer Identifier for this Transaction. <b>REQUIRED.</b> <b>Positive integer values without leading zeroes or commas.</b> <b>Legal integer range for these numbers will be: 1 – 2147483647.</b>
06 o	BakRef_TID	NA Integer Back-Reference to Tran_ID of Form_Type=B[*] parent. (Used for "SI" Supplemental Information)
07 R	Entity_Cd	3 For values refer Entity codes at page no 7.
08 R	Payee_Name	36 Name of Payee
09 R	Payee_Adr1	30 Address of Payee - Street 1
10 o	Payee_Adr2	30 Address of Payee - Street 2
11 R	Payee_City	20 Address of Payee - City
12 R	Payee_St	2 Address of Payee - State
13 R	Payee_Zip4	10 Address of Payee - ZIP+4
14 R	Paid_Date	8 Payment Date or Date of Trip on MI record
15 C	Amount	12 Payment Amount (aka. "Subject to Limitation if GUB monetary) (If Cmtte=[I P B], \$ amount spent on purchase of the In-kind item)
16 C	FairMktVal	12 Fair Market Value of In-kind item.
17 C	G_IK_X39A	12 In-kind Value (GUB Xmt rule 39A) (G_AmtVal2 in ERF02)
18 C	G_IK_Misc	12 In-kind Value (GUB Xmt Misc) (G_AmtVal3 in ERF02)
19 C	Aggregate	12 Cumulative or Aggregate

20 C	Exp_Code	2	<i>Expense Codes are Not Required - (Leave Blank EXCEPT for</i> <b>Gubernatorial Schedule 1C)</b>
21 o	Purp_Descr	40	Purpose/Description of Expense
22 C	IK_TYP_CG	1	Required if Form_Type=[B-IK B-IK(g)] (In-kind) Values: 1 - Donation of Goods/Services to Ballot Question   Transfer of assets from primary to general election; 2 - Donation of Assets to Charitable Organization   Donation of Goods/Services to Ballot Question; 3 - Donation of Assets to Pol. Party Organization   Donation of Assets to Charitable Organization; 4 - Miscellaneous (Other)   Donation of Assets to Pol. Party Organization;
23 C	IK_TYP_PPB	1	Required if Form_Type=B-IK(p) (In-kind) Values: 1 - Loan Endorsement/Guarantee; 2 - Goods Donated or Loaned; 3 - Services Donated; 4 - Goods/Services Purchased; 5 - Goods/Services Purchased - Loan;
24 o	GOTV_ActCd	1	Required if Form_Type=B-G (GOTV) Values: 1 - Election Day Busing Voters to Polls 2 - Slate Cards 3 - Challengers 4 - Poll Watchers 5 - Poll Workers 6 - GOTV activity {Specify}
25 o	GOTV_Spcfy	80	(GOTV) only) GOTV activity description when GOTV_ActCd=6
26 C	G_ElecCode	1	(GUB only) Values: 1 - Primary; 2 - General; 3 - Convention.
27 C	G_AcctCode	1	(GUB only) Values: 1 - Private; ( <b>Pass '1' for ALL In-kinds</b> ) 2 - Public; (N/A if In-kind)
28 o	Debt_Paymt	1	Check-Box: Payment on a debt?
29 o	Frsr_Paymt	1	Check-Box: Payment associated with a fundraiser?
30 o	Ink_Ind	1	In-kind or Independent: 1=In-kind; 2=Independent
31 o	SupOpp_Cd	1	Support or Opposing: 1=Support; 2=Oppose
32 o	St_Loc_Cd	1	State or Local 1=State 2=Local
33 o	Ballot_Nam	30	Name of Ballot Measure Supported/Opposed
34 o	Cand_Name	36	Candidate Name
35 o	Office	35	Office Sought
36 o	County	20	County of Residence
37 o	Comm_Type	3	CCM - Candidate; GUB - Gubernatorial; PAC - Political or Independent Committee (PAC); PPY - Political Party; BAL - Ballot Question
38 Cx	Vend_Name	30	Vendor from whom In-kind Goods/Services were purchased
39 o	Vend_Addr1	30	Vendor Street 1

40 o	Vend_Addr2	30	Vendor Street 1
41 C	Vend_City	20	Vendor City
42 C	Vend_State	2	Vendor State
43 C	Vend_ZIP4	10	Vendor ZIP+4
44 o	Memo_Code	1	Memo item - Dates & Amounts are information only(reserved)
45 o	Memo_RefNo	20	Reference to text contained in a TEXT record(reserved for future use)
46 o	Dist_Juris	15	District/Jurisdiction
47 o	Loc_Off_Desc	35	Description of Local Office

**SCHEDULE E - DEBTS OWED TO/BY COMMITTEE (Table 8)**

<b>R(x)</b>	<b>Max</b>	<b># C(x)</b>	<b>Field Name</b>	<b>Len</b>	<b>Description</b>
01 Rx			Rec_Type	4	Record Type Value: DEBT
02 Rx			Form_Type	4	Value: [E E(g)]
03 Rx			Form_Name	4	Values: 1E 1.1E 1.2E 2E 3E 4E
04 Rx			Amend_Cd	1	Amendment Code Values: A-Add; C-Chg; D-Del; N-NoChg; O-Obsolete{reserved for future use}
05 Rx			Tran_ID	NA	Integer Unique Identifier for this Transaction. <b>REQUIRED.</b> <b>Positive integer values without leading zeroes or commas.</b> <b>Legal integer range for these numbers will be: 1 – 2147483647.</b>
06 o			BakRef_TID	NA	Integer Back-Reference to Tran_ID of Form_Type=E parent rec. (Used for detailing "PD" Payment Detail dates & amounts)
07 R			Entity_Cd	3	For values refer Entity codes at page no 7.
08 R			Lndr_Name	36	Name of Lender/Creditor
09 R			Lndr_Adr1	30	Address of Lender/Creditor
10 o			Lndr_Adr2	30	
11 R			Lndr_City	20	
12 R			Lndr_St	2	
13 R			Lndr_Zip4	10	

**Following fields not used {ignored} on BakRef TID records:**

14 Cx	Owed_Code	1	1=Debt Owed by Committee 2=Debt Owed to Committee)
15 C	Corp_YesNo	1	Corporation Yes/No?
16 Cx	G_ElecCode	1	(GUB only) Values: 1 - Primary; 2 - General; 3 - Convention.
17 Cx	G_AcctCode	1	(GUB only) Values: 1 - Private; 2 - Public.
18 C	Type_Code	2	2-Character Expense Code
19 Cx	Type_Descr	40	Required if TYPE_CODE is blank (for Parent Records)
20 C	Orig_Date	8	Date Debt Was Incurred

21 C	Orig_Amt	12	Original Amount of Debt
22 C	CumRepaid	12	Cumulative [re]payment to date
23 C	OutBal	12	Outstanding Balance at close
24 C	OutBalXmt	12	Outstanding Balance {GUB only, Exempt Rule 39a}
25 C	Forgive_Cd	1	Check-Box: Forgiven?
26 C	Grn_Name	36	Guarantor Name
27 C	Grn_Amount	12	Endorsed or Guaranteed Amount

**Following two fields are used on BakRef TID records only:**

28 C	Paymt_Date	8	Type "PD" Column Date
29 C	Paymt_Amt	12	Type "PD" Column Amount
30 o	Memo_Code	1	Memo item - Dates & Amounts are information only(reserved)
31 o	Memo_RefNo	20	Reference to text contained in a TEXT record(reserved for future use)

**SCHEDULE F - FUNDRAISING (Table 9)**

<b>R(x)</b>	<b>Field Name</b>	<b>Max Len</b>	<b>Description</b>
01 Rx	Rec_Type	4	Record Type Value: FRSR
02 Rx	Form_Type	4	Value: F
03 Rx	Form_Name	4	Values: 1F 1.1F 2F 3F 4F
04 Rx	Amend_Cd	1	Amendment Code Values: A-Add; C-Chg; D-Del; N-NoChg; O-Obsolete{reserved for future use}
05 Rx	Tran_ID	NA	Unique Integer Identifier for this Transaction. <b>REQUIRED. Positive integer values without leading zeroes or commas. Legal integer range for these numbers will be: 1 – 2147483647.</b>
06 o	BakRef_TID	NA	Integer Back-Reference to Tran_ID of Form_Type=F parent rec. (Used to list "SP" Sponsors)
07 R	Date	8	Date of Event
08 R	Attending	12	Number attending
09 R	Type	20	
10 R	Loc_Addr1	30	Location of Event
11 o	Loc_Addr2	30	
12 R	Loc_City	20	
13 R	Loc_State	2	
14 R	Loc_ZIP4	10	
15 o	Resid_Cd	1	Check-Box: Is Event Location a Residence?

**\* Following fields not used {ignored} on BakRef\_TID records:**

16 C	Amt_LE20	12	(Item 7, <= \$20)
17 C	Amt_GT20	12	(Item 8, > \$20)
18 C	Amt_SubTot	12	(Item 9 = 7 + 8)
19 C	Amt_Other	12	(Item 10, Other Receipts)
20 C	Amt_Gross	12	(Item 11 = 9 + 10)
21 C	Amt_Cost	12	(Item 12, Event Cost)

**\* Following fields are used on BakRef\_TID records only:**

22 C	SP_Name	36	Sponsor Name
23 C	SP_Ctr_Pct	5	Sponsor Contribution Percent
24 C	SP_Exp_Pct	5	Sponsor Expenditure Percent
25 o	Memo_Code	1	Memo item - Dates & Amounts are information only(reserved)
26 o	Memo_RefNo	20	Reference to text contained in a TEXT record(reserved for future use)

**SCHEDULE PFND - PUBLIC FUNDING (Table 11)**

<b>R(x)</b>	<b>Field Name</b>	<b>Len</b>	<b>Description</b>
<b># C(x)</b>			
01 Rx	Rec_Type	4	Record Type Value: PFND
02 Rx	Form_Type	4	Value: PFND
03 Rx	Form_Name	4	Value: PFND
04 Rx	Amend_Cd	1	Amendment Code Values: A-Add; C-Chg; D-Del; N-NoChg; O-Obsolete{reserved for future use} A=default value
05 Rx	Tran_ID	NA	Unique Integer Identifier for this Transaction. <b>REQUIRED.</b> <b>Positive integer values without leading zeroes or commas.</b> <b>Legal integer range for these numbers will be: 1 – 2147483647.</b>
06 R	Entity_Cd	3	For values refer Entity codes at page no 7.
07 R	Ctrib_Name	36	Name of Contributor
08 R	Ctrib_Adr1	30	Address of Contributor
09 o	Ctrib_Adr2	30	
10 R	Ctrib_City	20	
11 R	Ctrib_St	2	
12 R	Ctrib_Zip4	10	
13 R	Seq_Num	8	Sequence Number (unique, sequential number assigned by filer, beginning with 1)
14 R	Date_Issue	8	Date of Issue
15 R	Date_Rcpt	8	Date or Receipt
16 R	Tot_Contrb	12	Total Contribution
17 R	Qual_Amt	12	Qualifying Amount
18 o	Memo_Code	1	Memo item - Dates & Amounts are information only(reserved)
19 o	Memo_RefNo	20	Reference to text contained in a TEXT record(reserved for future use)