



# **Campaign Finance Data**

## **City Clerk's Data File Specification and Guide**

### **Candidates and Officeholders**

**For Filing Deadlines: January 2019 through January 2021**

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## Introduction

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On August 6, 2015 the Austin City Council unanimously approved Ordinance 20150806-004, amending §2-2-26 of the City Code related to electronic filing of campaign finance information:

*(A) A candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed.*

*[...]*

*(C) The clerk must upload a data file into the database exactly as the file is received, except that the city clerk may not upload a data file that does not comply with the clerk's technical specifications. A filer who provides a noncompliant data file to the clerk shall resubmit the data in the required format.*

This document defines the specifications and requirements of the data file to be filed with the City Clerk's Office as it applies to candidates and officeholders.

To assist filers, the City Clerk's Office has created a set of data templates in a Microsoft Excel workbook format (COH Template.xls) containing seven worksheets/tabs. Each tab is intended to collect a specific type of data as described in this document. Where possible, the design of the templates is based on the technical specifications established by the Texas Ethics Commission (TEC) for uploading data into their filing system.

Filers must not remove the column headers from the template's worksheets/tabs or change the order of the columns. Changes to the templates will result in rejection of the data file.

Filers who use a commercial software application for managing campaign finances must submit a data file that complies with the design of the City of Austin templates and technical specifications described in this document.

## The Candidate/Officeholder Template (Form C/OH)

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Candidates and officeholders must use the **COH Template** to provide data reported on the following Texas Ethics Commission forms and schedules:

Coversheet:

- **Form C/OH:** Candidate/Officeholder Campaign Finance Report

Contributions:

- **Schedule A1:** Monetary Political Contributions
- **Schedule A2:** Non-Monetary (In-Kind) Political Contributions
- **Schedule B:** Pledged Contributions

Loans:

- **Schedule E:** Loans

Expenditures:

- **Schedule F1:** Political Expenditures from Political Contributions
- **Schedule F2:** Unpaid Incurred Obligations
- **Schedule F3:** Purchase of Investments from Political Contributions
- **Schedule F4:** Expenditures Made by Credit Card
- **Schedule G:** Political Expenditures Made From Personal Funds
- **Schedule H:** Payment from Political Contributions to a Business of C/OH
- **Schedule I:** Non-Political Expenditures Made From Political Contributions

Credits:

- **Schedule K:** Interest, Credits, Gains, Refunds, and Contributions Returned to Filer

Travel Outside of Texas:

- **Schedule T:** In-Kind Contribution or Political Expenditure for Travel Outside of Texas

## The Correction Affidavit (Form COR-C/OH)

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Filers may need to amend a previously filed C/OH report, either to add one or more transactions that were inadvertently unreported on a previous report, or to modify information for a previously reported transaction.

To report these changes, filers will submit to the City Clerk's Office the Texas Ethics Commission's Form COR-C/OH (Correction Affidavit for Candidate/Officeholder).

Such corrections must also be provided to the City Clerk's Office in electronic form. Use the COR-C/OH Template (COR-COH Template.xls) for providing corrected data for the following reports:

- Semiannual reports (January 15 and July 15)
- Pre-election reports (30th day before election, 8th day before election)
- Runoff report (8th day before runoff election)
- Exceeded \$500 limit report
- 15th day after officeholder campaign treasurer appointment

The COR-C/OH Template contains the same data fields as the C/OH Template (as described in this Guide), with the addition of a Correction Indicator column (COR\_Flag) to identify the nature of the correction, as described below. When filling out the COR-C/OH Template, include **only** the transactions that are being added or corrected. **DO NOT** resubmit data that has already been correctly provided to the City Clerk's Office. Failure to do so may cause an error that will cause the file to be rejected or may result in duplicate transactions appearing on the City of Austin's Data Portal.

The Correction Indicator column (COR\_Flag) appears on the following tabs of the COR-C/OH Template:

- **PACNotice: Column S**
- **Contributions: Column AA**
- **Expenditures: Column AX**
- **Loans: Column AM**
- **Credits: Column R**
- **Travel: Column M**

In the Correction Indicator column (COR\_Flag) select one of the following options to identify the nature of the correction:

- Select **New** for adding a transaction that was previously unreported.
- Select **Modify** to report updated information related to a previously reported transaction.
- To indicate that a previously reported transaction should be disregarded, change the Amount to "0.00" and select **Modify**.

**NOTE:** **DO NOT** use the COR-C/OH Template to resubmit data that has already been correctly provided to the City Clerk's Office. In the COR-C/OH Template, a blank value in the Correction Indicator column (COR\_Flag) of any transaction will result in an error that will cause the data file to be **rejected**.

## Submitting your Completed Data File to the City Clerk's Office

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When you have completed your data file, use the "Save As" feature in Excel to save the file with a new filename. Name your file using the following convention:

**Last\_First\_Report\_yyyymmdd\_no**

↑	↑	↑	↑	↑
Filer's Last Name	Filer's First Name	Report Type (e.g. COH, COR)	Report date, e.g. 20150115	Submission number – will be 1 unless file is a resubmission

For example, "Smith\_John\_COH\_21050115\_1.xls".

For more information on completing the template, see the "[Excel Template How-To Guide](#)" available from the City Clerk's [Campaign Finance Forms](#) page.

## Data Validation

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After receipt, the contents of each data file are reviewed for formatting issues. The goal of this data validation step is to ensure that the data file provided by the filer is properly formatted and meets the technical specifications established by the City Clerk and described in this guide. Data validation is *not* intended to verify or establish the accuracy of the data provided by the filer.

The validation process produces a Validation Report itemizing any issues detected in a data file provided by the filer. For each issue detected, the Validation Report will identify:

- The template/tab on which the issue was detected
- The severity of the problem (Error, Warning, or Notification) as described below
- The record/row in which the issue was found
- The field/column in which the issue was found
- A brief message indicating the nature of the issue

There are three types of issues reported in the Validation Report: Errors, Warnings, and Notifications.

1. **Errors** indicate a problem that prevents the Office of the City Clerk from uploading the data into the Campaign Finance database. The detection of even one error will require OCC to reject the entire data file. Partial files will not be accepted.

### *Sample Error Scenarios*

- No data is provided in a field that must not be left blank.  
Example: The "Amount Paid" field of an expenditure record is left blank.

- The data provided in a field in the data file exceeds the maximum length of the field in the database.  
Example: A value longer than 100 characters is provided in the “Contributor’s Last Name” field.
  - The data in a field is formatted in an incorrect manner.  
Example: The “Expenditure Date” field of an expenditure record is not provided in “yyyymmdd” format.
  - The data provided in a field in the data file does not match any of the values in a list of mandatory values.  
Example: A value in the “Form Type” field does not match any of the Texas Ethics Commission’s schedule types (A1, A2, B, etc.)
2. **Warnings** indicate that even though the value in a particular field has an issue, the Office of the City Clerk will accept the data as is.

#### *Sample Warning Scenarios*

- There is a “mismatch” between data provided in two fields in the data file.  
Example: The “Record Type” of a transaction is identified as a “Contribution” but the value in the “Form Type” indicates “Schedule B” which is used for reporting pledges not contributions.
  - Data is provided in a field that is expected to be blank.  
Example: The “Contributor’s First Name” field is populated, although the “Contributor Type” was flagged as an entity/organization rather than an individual person.
  - No data is provided in a field that should not be left blank, but the lack of data will not prevent the record from being uploaded in the database.  
Example: The “Contributor’s Street or Mailing Address” field is left blank in a contribution record.
  - The data provided in a field does not match any of the values in a list of optional values.  
Example: A value in the “Contributor Name Suffix” field does not match any of the Texas Ethics Commission’s approved values (JR, MD, PHD, etc.)
3. **Notifications** are used to report a finding in the data file or an action the Office of the City Clerk will take prior to uploading the data into the Campaign Finance database.

#### *Sample Notification Scenarios*

- No records of a particular type are found in the data file.  
Example: Confirmation that no contribution records are found in the data file provided by the filer.
- Unnecessary information has been provided in a field.  
Example: A dollar sign (\$) is included in an “Expenditure Amount” field. The dollar sign will be removed in order to upload the data into the database.

## Status Notification to Filers

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### **If your data file has been accepted:**

Filers will receive an email notification that their data file has been accepted. No additional action is required on the filer’s part. A copy of the City Clerk’s Validation Report will be attached to the email notification for the filer’s reference and documentation of acceptance. The data file will be published to the Campaign Finance Open Data website within one business day after receipt of the file.

### **If your data file was accepted with warning(s):**

Filers will receive an email notification and/or a phone call that their structured data file has been accepted but that it contains “warnings.” A data file that has been accepted with warnings indicates that, even though the value of a particular field contains an issue, the City Clerk’s Office will accept the data as is. Examples of warnings are a “mismatch” between two data fields, or data provided in a field that is expected to be blank. A copy of the City Clerk’s Validation Report will be attached to the email notification, and that report will document each of the warnings. A filer may choose to resubmit the data file by the end of the first business day after the date of the notification in order to correct any of the information the filer chooses. If a corrected data file is not received by the City Clerk’s Office by that deadline, the initially-submitted data file will be published to the City Clerk’s Campaign Finance Open Data website. After the deadline, the only method of correcting the warnings will be by filing a Corrected C/OH Form.

### **If your data file is rejected:**

Filers will receive an email notification and/or a phone call that their structured data file has been rejected. A data file that has been rejected indicates a substantive error that prevents the City Clerk’s Office from publishing the data to the Campaign Finance Open Data website. The detection of even one error of this type requires the City Clerk’s Office to reject the entire data file (partial files cannot be accepted). An error notation may indicate missing data or that data provided in a field exceeds the maximum length of the field, etc. A copy of the City Clerk’s Validation Report will be attached to the email notification, and that report will document each of the errors. A filer must resubmit the entire corrected data file by the end of the first business day after the date of this notification.



## Candidate/Officeholder Cover Sheet (Form C/OH)

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Use the Form C/OH “Coversheet” template for reporting data filed in the following reports:

- Semiannual reports (January 15 and July 15)
- Pre-election reports (30th day before election, 8th day before election)
- Runoff report (8th day before runoff election)
- Exceeded \$500 limit report
- 15th day after officeholder campaign treasurer appointment
- Final Report

## Filer Information

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### Coversheet Column A: Filer\_NamL (Filer’s Last Name)

Definition	The filer’s last name.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• Any text up to 100 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 3</li></ul>

### Coversheet Column B: Filer\_NamF (Filer’s First Name)

Definition	The filer’s first name.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• Any text up to 45 characters in length.</li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 3</li> </ul>

#### Coversheet Column C: Filer\_Nickname (Filer's Nickname)

Definition	The filer's nickname.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 45 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 3</li> </ul>

#### Coversheet Column D: Filer\_NamMI (Filer's Middle Initial)

Definition	The filer's middle initial.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 5 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 3</li> </ul>

#### Coversheet Column E: Filer\_NamT (Filer's Title)

Definition	The filer's title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 3</li> </ul>

#### Coversheet Column F: Filer\_NamS (Filer's Name Suffix)

Definition	The suffix code of the filer's name. For example, JR, II, MD, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 3</li> </ul>

#### Coversheet Column G: Filer\_Adr1 (Filer's Street or Mailing Address 1)

Definition	The filer's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 4</li> </ul>

#### Coversheet Column H: Filer\_Adr2 (Filer's Street or Mailing Address 2)

Definition	Additional information about the filer's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 4</li> </ul>

#### Coversheet Column I: Filer\_City (Filer's City)

Definition	The filer's city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 4</li> </ul>

#### Coversheet Column J: Filer\_StCd (Filer's State Code)

Definition	The filer's state.
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Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 4</li> </ul>

#### Coversheet Column K: Filer\_ZIP4 (Filer's Zip Code)

Definition	The filer's zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or enter the zip code in the format "12345" or "12345-1234".</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 4</li> </ul>

#### Coversheet Column L: Filer\_CtryCD (Filer's Country Code)

Definition	The filer's country code.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• <b>USA</b> for American addresses</li> <li>• A selection from the list of country codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 4</li> </ul>

#### Coversheet Column M: Filer\_Ph (Filer's Phone Number)

Definition	The filer's area code and phone number.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a phone number in the format 555-555-5555.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 5</li> </ul>

#### Coversheet Column N: Filer\_PhExt (Filer's Phone Extension)

Definition	The filer's phone number extension, if applicable.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 10 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 5</li> </ul>

## Filer's Campaign Treasurer Information

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### Coversheet Column O: Treas\_NamL (Campaign Treasurer's Last Name)

Definition	The last name of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 6</li> </ul>

### Coversheet Column P: Treas\_NamF (Campaign Treasurer's First Name)

Definition	The first name of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 45 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 6</li> </ul>

**Coversheet Column Q: Treas\_Nickname (Campaign Treasurer's Nickname)**

Definition	The nickname of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or any text up to 45 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Form C/OH, section 6</li></ul>

**Coversheet Column R: Treas\_NamMI (Campaign Treasurer's Middle Initial)**

Definition	The middle initial of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or any text up to 5 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Form C/OH, section 6</li></ul>

**Coversheet Column S: Treas\_NamT (Campaign Treasurer's Title)**

Definition	The title/honorific code of the filer's campaign treasurer. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li></ul>



Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 6</li> </ul>

#### Coversheet Column T: Treas\_NamS (Campaign Treasurer's Name Suffix)

Definition	The suffix code of the of the campaign treasurer's name. For example, JR, II, MD, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 6</li> </ul>

#### Coversheet Column U: Treas\_Adr1 (Campaign Treasurer's Street or Mailing Address 1)

Definition	The street or mailing address of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 7</li> </ul>

#### Coversheet Column V: Treas\_Adr2 (Campaign Treasurer's Street or Mailing Address 2)

Definition	Additional information about the street or mailing address of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 7</li> </ul>

#### Coversheet Column W: Treas\_City (Campaign Treasurer's City)

Definition	The city of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 7</li> </ul>

**Coversheet Column X: Treas\_StCd (Campaign Treasurer's State Code)**

Definition	The state of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 7</li></ul>

**Coversheet Column Y: Treas\_ZIP4 (Campaign Treasurer's Zip Code)**

Definition	The zip code of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or enter the zip code in the format "12345" or "12345-1234".</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 7</li></ul>

**Coversheet Column Z: Treas\_CtryCD (Campaign Treasurer's Country Code)**

Definition	The country code of the filer's campaign treasurer.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• <b>USA</b> for American addresses</li> <li>• A selection from the list of country codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 7</li> </ul>

#### Coversheet Column AA: Treas\_Ph (Campaign Treasurer's Phone Number)

Definition	The area code and phone number of the filer's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a phone number in the format 555-555-5555.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 8</li> </ul>

#### Coversheet Column AB: Treas\_PhExt (Campaign Treasurer's Phone Extension)

Definition	The phone number extension of the filer's campaign treasurer, if applicable.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 10 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 8</li> </ul>

## Report Information

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### Coversheet Column AC: Report\_Type (Report Type)

Definition	Identifies the type of report being filed.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>January 15th</li> <li>July 15th</li> <li>30th Day</li> <li>8th Day</li> <li>Runoff</li> <li>Exceeded \$500 limit</li> <li>15th day after CTA</li> <li>Final Report</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>Values other than those listed above will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 9</li> </ul>

**Coversheet Column AD: Report\_Type2 (Secondary Report Type)**

Definition	If the filer has checked more than one checkbox in Section 9 of the Cover Sheet, this field identifies the secondary type of report being filed.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank</li><li>• 15th day after campaign treasurer appointment</li><li>• Final Report</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• Values other than those listed above will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 9</li></ul>

**Coversheet Column AE: Period\_From (Start of the Reporting Period)**

Definition	The date on which the reporting period for this report starts. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding reporting start and end dates for reporting periods.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A date in the format yyyyymmdd.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values not in the format "yyyyymmdd" will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 10</li></ul>

**Coversheet Column AF: Period\_To (End of the Reporting Period)**

Definition	The date on which the reporting period for this report ends. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding reporting start and end dates for reporting periods.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A date in the format yyyyymmdd.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values not in the format "yyyyymmdd" will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 10</li></ul>

**Coversheet Column AG: Election\_Date (Election Date)**

Definition	The date of the election for which this report is filed, if applicable.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or a date in the format yyyyymmdd.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• Values not in the format "yyyyymmdd" will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 11</li></ul>

**Coversheet Column AH: Election\_Type (Election Type)**

Definition	The type of the election for which this report is filed, if applicable.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>• Blank (if no election date applies)</li> <li>• General</li> <li>• Runoff</li> <li>• Special</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• Values other than those listed above will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 11</li> </ul>

#### Coversheet Column AI: Office\_Held (Office Held)

Definition	For officeholders, the office currently held.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• Mayor</li> <li>• District 1</li> <li>• District 2</li> <li>• District 3</li> <li>• District 4</li> <li>• District 5</li> <li>• District 6</li> <li>• District 7</li> <li>• District 8</li> <li>• District 9</li> <li>• District 10</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• Values other than those listed above will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 12</li> </ul>



**Coversheet Column AJ: Office\_Sought (Office Sought)**

Definition	For candidates in an upcoming election, the office being sought. For unsuccessful candidates in a recently held election, the office sought during the election preceding the deadline for this report.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank</li><li>• Mayor</li><li>• District 1</li><li>• District 2</li><li>• District 3</li><li>• District 4</li><li>• District 5</li><li>• District 6</li><li>• District 7</li><li>• District 8</li><li>• District 9</li><li>• District 10</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• Values other than those listed above will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 13</li></ul>

## Totals

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This section includes all totals reported on Page 2 of the Cover Sheet, as well as the totals of

- Unitemized in-kind contributions (from Schedule A2)
- Unitemized pledges (from Schedule B)
- Unitemized loans (from Schedule E)
- Unitemized unpaid incurred obligations (from Schedule F2)
- Unitemized credit card expenditures (from Schedule F4)

**Coversheet Column AK: Total\_Unitem\_Contribs (Total of Unitemized Contributions)**

Definition	The total of all unitemized contributions (other than pledges or loans or guarantees of loans) of \$50 or less. Do not include any contributions itemized on Schedules A1 or A2.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A blank will result in a notification that the value in this field will be interpreted as "0.00".</li><li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li><li>A value that is not a currency/numeric amount in the format "123456789.12" will result in an error that will cause the data file to be <b>rejected</b>.</li><li>A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Form C/OH, section 17.1</li></ul>

**Coversheet Column AL: Total\_Contribs (Total Political Contributions)**

Definition	The total contributions listed on Schedules A1 and A2 plus the amount entered in Column AK, Total_Unitem_Contribs (Total of Unitemized Contributions).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 17.2</li> </ul>

#### Coversheet Column AM: Total\_Unitem\_Expends (Total of Unitemized Expenditures)

Definition	The total of all unitemized political expenditures of \$100 or less. Do not include any expenditures itemized on Schedules F1, F2, F3, F4, G, or H.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 17.3</li> </ul>

**Coversheet Column AN: Total\_Expend (Total Political Expenditures)**

Definition	The total of:  (a) the total expenditures itemized on Schedule F 1  (b) the total political expenditures itemized on Schedule F2  (c) the total political expenditures itemized on Schedule F4  (d) the total political expenditures itemized on Schedule G  (e) the total political expenditures itemized on Schedule H; and  (f) the amount entered in Column AM, Total_Unitem_Expend (Total of Unitemized Expenditures).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A blank will result in a notification that the value in this field will be interpreted as "0.00".</li><li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li><li>A value that is not a currency/numeric amount in the format "123456789.12" will result in an error that will cause the data file to be <b>rejected</b>.</li><li>A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Form C/OH, section 17.4</li></ul>

**Coversheet Column AO: Contrib\_Balance (Contribution Balance)**

Definition	The total amount of political contributions, including interest or other income on those contributions, maintained as of the last day of the reporting period.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or a currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 17.5</li> </ul>

#### Coversheet Column AP: Outstand\_Loan (Outstanding Loan Totals)

Definition	The aggregate outstanding principal amount of all loans accepted for campaign or officeholder purposes as of the last day of the reporting period.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 17.6</li> </ul>
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#### Coversheet Column AQ: Total\_Unitem\_Inkind (Total of Unitemized In-kind Contributions)

Definition	The total amount of in-kind contributions not itemized on Schedule A2.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank will result in a notification that the value in this field will be interpreted as "0.00".</li> <li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that is not a currency/numeric amount in the format "123456789.12" will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule A2, section 4</li> </ul>

#### Coversheet Column AR: Total\_Unitem\_Pledges (Total of Unitemized Pledges)

Definition	The total amount of pledges not itemized on Schedule B.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule B, section 4</li> </ul>

#### Coversheet Column AS: Total\_Unitem\_Loans (Total of Unitemized Loans)

Definition	The total amount of loans not itemized on Schedule E.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 4</li> </ul>

**Coversheet Column AT: Total\_Unitem\_Unpaid (Total of Unitemized Unpaid Incurred Obligations)**

Definition	The total amount of unpaid incurred obligations not itemized on Schedule F2.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank will result in a notification that the value in this field will be interpreted as "0.00".</li> <li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that is not a currency/numeric amount in the format "123456789.12" will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule F2, section 4</li> </ul>

**Coversheet Column AU: Total\_Unitem\_CredCard (Total of Unitemized Credit Card Expenditures)**

Definition	The total amount of expenditures charged to a credit card not itemized on Schedule F4.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a currency/numeric amount in the format "123456789.12" with no dollar sign (\$).</li> </ul>



Validation rules	<ul style="list-style-type: none"> <li>• A blank will result in a notification that the value in this field will be interpreted as “0.00”.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F4, section 4</li> </ul>

## Political Action Committee Notifications (PACNotice)

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Use this this tab to report a notice received from a political committee that it accepted political contributions or made political expenditures on the filer's behalf.

If notices were received from more than one committee, enter a new row for each, providing the names and addresses of the committees and of their campaign treasurers.

### PacNotice Column A: Committee\_Type (Committee Type)

Definition	Identifies the type of committee that provided the notice.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• <b>General</b> if the notice is from a general-purpose committee.</li><li>• <b>Specific</b> if the notice is from a specific-purpose committee.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values other than <b>General</b> or <b>Specific</b> will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 16</li></ul>

### PacNotice Column B: Committee\_Name (Committee Name)

Definition	The full name of the committee as reported in the notice.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• Any text up to 100 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 16</li></ul>

**PacNotice Column C: Committee\_Adr1 (Committee's Street or Mailing Address 1)**

Definition	The committee's street or mailing address as reported in the notice.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 55 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 16</li></ul>

**PacNotice Column D: Committee\_Adr2 (Committee's Street or Mailing Address 2)**

Definition	Additional information about the committee's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 55 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• This field is optional; a blank value is permitted.</li><li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 16</li></ul>

**PacNotice Column E: Committee\_City (Committee's City)**

Definition	The committee's city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 30 characters in length.</li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 16</li> </ul>

#### **PacNotice Column F: Committee\_StCd (Committee's State Code)**

Definition	The committee's state.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 16</li> </ul>

#### **PacNotice Column G: Committee\_ZIP4 (Committee's Zip Code)**

Definition	The committee's zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or enter the zip code in the format "12345" or "12345-1234".</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 16</li> </ul>
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#### PacNotice Column H: Committee\_CtryCD (Committee's Country Code)

Definition	The committee's country code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank</li> <li><b>USA</b> for American addresses</li> <li>A selection from the list of country codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 16</li> </ul>

#### PacNotice Column I: CommTreas\_NamL (Committee Treasurer's Last Name)

Definition	The last name of the committee's campaign treasurer as reported in the notice.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>Any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 16</li> </ul>

**PacNotice Column J: CommTreas\_NamF (Committee Treasurer's First Name)**

Definition	The first name of the committee's campaign treasurer as reported in the notice.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>Any text up to 45 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Form C/OH, section 16</li></ul>

**PacNotice Column K: CommTreas\_NamT (Committee Treasurer's Title)**

Definition	Title/honorific code for the name of the committee's campaign treasurer. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A blank value in this field is permitted.</li><li>A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Form C/OH, section 16</li></ul>

**PacNotice Column L: CommTreas\_NamS (Committee Treasurer's Name Suffix)**

Definition	The suffix code of the committee's campaign treasurer's name. For example, JR, II, MD, etc.
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Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 16</li> </ul>

**PacNotice Column M: CommTreas\_Adr1 (Committee Treasurer's Street or Mailing Address 1)**

Definition	The street or mailing address of the committee's campaign treasurer as reported in the notice.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Form C/OH, section 16</li> </ul>

**PacNotice Column N: CommTreas\_Adr2 (Committee Treasurer's Street or Mailing Address 2)**

Definition	Additional information about the street or mailing address of the committee's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 16</li> </ul>

#### **PacNotice Column O: CommTreas\_City (Committee Treasurer's City)**

Definition	The city of the committee's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 16</li> </ul>

#### **PacNotice Column P: CommTreas\_StCd (Committee Treasurer's State Code)**

Definition	The state of the committee's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Form C/OH, section 16</li> </ul>



**PacNotice Column Q: CommTreas\_ZIP4 (Committee Treasurer's Zip Code)**

Definition	The zip code of the committee's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or enter the zip code in the format "12345" or "12345-1234".</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 16</li></ul>

**PacNotice Column R: CommTreas\_CtryCD (Committee Treasurer's Country Code)**

Definition	The country code of the committee's campaign treasurer.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank</li><li>• <b>USA</b> for American addresses</li><li>• A selection from the list of country codes provided by the Texas Ethics Commission.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Form C/OH, section 16</li></ul>



## Contributions (Schedule A1, A2, B)

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Use this template to report information about:

- Monetary campaign and officeholder contributions accepted during the reporting period as reported on Schedule A1.
- Non-monetary, in-kind campaign and officeholder contributions received during the reporting period as reported on Schedule A2.
- Pledges accepted during the reporting period for campaign or officeholder purposes as reported on Schedule B.

When saved as a .csv file, the contents of this template may be used to import data into the Texas Ethics Commission's online filing system ([https://www.ethics.state.tx.us/whatsnew/elf\\_filing\\_info.htm](https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm)) in order to generate a PDF document for filing purposes.

### Contributions Column A: #Rec\_Type (Record Type)

Definition	Identifies the record type of each row in this tab of the spreadsheet.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• <b>RCPT</b> for contributions</li><li>• <b>PLDG</b> for pledges</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values other than <b>RCPT</b> or <b>PLDG</b> will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li></ul>

### Contributions Column B: Form\_Type (Form Type)

Definition	Identifies the name of the schedule used to report the contribution or pledge.
Blank Allowed	<b>No</b>

Permitted values	<ul style="list-style-type: none"> <li>• <b>A1</b> for Monetary Political Contributions</li> <li>• <b>A2</b> for Non-Monetary (In-kind) Political Contributions</li> <li>• <b>B</b> for Pledged Contributions</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>A1</b>, <b>A2</b>, or <b>B</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A mismatch in Column A (Record Type) and this column (for instance, reporting that the Record Type is a contribution but reporting that the Form Type is Schedule B, used for pledges) will result in the a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Contributions Column C: Item\_ID (Unique Identifier)

Definition	An identification value provided by the filer for each row in this tab of the spreadsheet. This field is used to “link” in-kind contributions and pledges for travel outside of Texas to the "Schedule A2/B Travel Outside Texas" tab.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• Any text up to than 20 characters in length.</li> <li>• If in-kind contributions and pledges for travel outside of Texas are reported on the Schedule T tab, the value in this column must match the Item_ID of the corresponding travel record(s) on the "Schedule A2/B Travel Outside Texas" tab.</li> </ul>
Permitted values	<ul style="list-style-type: none"> <li>• The value in this column must match the Item_ID of the corresponding travel record(s) on the "Schedule A2/B Travel Outside Texas" tab.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• If in-kind contributions and pledges for travel outside of Texas are reported on the "Schedule A2/B Travel Outside Texas" tab, a blank</li> </ul>

	<p>value in this field will result in an error that will cause the data file to be <b>rejected</b>.</p> <ul style="list-style-type: none"> <li>• If in-kind contributions and pledges for travel outside of Texas are reported on the "Schedule A2/B Travel Outside Texas" tab, a value in this column that does not match the Item_ID of a record on the "Schedule A2/B Travel Outside Texas" tab will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 20 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Contributions Column D: Entity\_Cd (Entity Code)

Definition	Identifies the type of contributor or pledger: an entity (such as a company, political committee, organization, or other group) or an individual person.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• E for an Entity (a company, political committee, organization, or other group)</li> <li>• I for an Individual person</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than E or I will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Contributions Column E: Ctrib\_NamL (Contributor's Last Name or Entity Name)

Definition	The contributor's last name (for individuals) or the name of the company, political committee, organization, or group (for entities).
Blank Allowed	<b>No</b>

Permitted values	<ul style="list-style-type: none"> <li>Any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule A1, section 5</li> <li>Schedule A2, section 6</li> <li>Schedule B, section 6</li> </ul>

#### Contributions Column F: Ctrib\_NamF (Contributor's First Name)

Definition	For individuals, the contributor's first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 45 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>If the value in Column D (Entity Code) is "I" (for an individual), a blank value in this field will result in a warning, but the value will be accepted.</li> <li>If the value in Column D (Entity Code) is "E" (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule A1, section 5</li> <li>Schedule A2, section 6</li> <li>Schedule B, section 6</li> </ul>

#### Contributions Column G: Ctrib\_NamT (Contributor's Title)

Definition	For individuals, the contributor's title/honorific code. For example, MR, MRS, DR, etc.
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Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>If the value in Column D (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule A1, section 5</li> <li>Schedule A2, section 6</li> <li>Schedule B, section 6</li> </ul>

#### Contributions Column H: Ctrib\_NamS (Contributor’s Name Suffix)

Definition	For individuals, the suffix code of the contributor’s name. For example, JR, II, MD, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>If the value in Column D (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 5</li> <li>• Schedule A2, section 6</li> <li>• Schedule B, section 6</li> </ul>
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#### Contributions Column I: Ctrib\_Adr1 (Contributor's Street or Mailing Address 1)

Definition	The contributor's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 6</li> <li>• Schedule A2, section 7</li> <li>• Schedule B, section 7</li> </ul>

#### Contributions Column J: Ctrib\_Adr2 (Contributor's Street or Mailing Address 2)

Definition	Additional information about the contributor's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 6</li> <li>• Schedule A2, section 7</li> <li>• Schedule B, section 7</li> </ul>



**Contributions Column K: Ctrib\_City (Contributor's City)**

Definition	The contributor's city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 30 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule A1, section 6</li><li>• Schedule A2, section 7</li><li>• Schedule B, section 7</li></ul>

**Contributions Column L: Ctrib\_StCd (Contributor's State Code)**

Definition	The contributor's state or region/province if foreign.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule A1, section 6</li><li>• Schedule A2, section 7</li><li>• Schedule B, section 7</li></ul>

**Contributions Column M: Ctrib\_ZIP4 (Contributor's Zip Code)**

Definition	The contributor's zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or enter the zip code in the format "12345" or "12345-1234".</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule A1, section 6</li><li>• Schedule A2, section 7</li><li>• Schedule B, section 7</li></ul>

**Contributions Column N: Ctrib\_CtryCD (Contributor's Country Code)**

Definition	The contributor's country code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank</li><li>• <b>USA</b> for American contributors or pledgers</li><li>• A selection from the list of country codes provided by the Texas Ethics Commission for foreign contributors or pledgers.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 6</li> <li>• Schedule A2, section 7</li> <li>• Schedule B, section 7</li> </ul>
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#### Contributions Column O: OS\_PAC\_CB (Out-of-State PAC Checkbox)

Definition	Indicates that the contributor/pledger is an out-of-state political action committee.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• <b>X</b>, if the contributor/pledger is an out-of-state political committee.</li> <li>• <b>Blank</b>, if the contributor/pledger is not an out-of-state political committee.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• Values other than <b>X</b> or <b>blank</b> will result in a warning, but the value will be accepted.</li> <li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 5</li> <li>• Schedule A2, section 6</li> <li>• Schedule B, section 6</li> </ul>

#### Contributions Column P: OS\_PAC\_FEC (Out-of-state PAC's FEC ID#)

Definition	For out-of-state political action committees, the committee's Federal Election Commission (FEC) identification number.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• If the contributor/pledger is an out-of-state political committee, enter the committee's Federal Election Commission (FEC) identification number. Otherwise, leave this field blank.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column O (Out-of-State PAC Checkbox) is “X”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column O (Out-of-State PAC Checkbox) is blank, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 9 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 5</li> <li>• Schedule A2, section 6</li> <li>• Schedule B, section 6</li> </ul>

#### Contributions Column Q: Ctrib\_Date (Contribution/Pledge Date)

Definition	The date on which the contribution or pledge was accepted.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• A date in the format yyyyymmdd.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values not in the format “yyyyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 4</li> <li>• Schedule A2, section 5</li> <li>• Schedule B, section 5</li> </ul>

#### Contributions Column R: Ctrib\_Amt (Contribution/Pledge Amount)

Definition	The amount of the contribution/pledge or the market value of an in-kind contribution.
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Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• A currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A1, section 7</li> <li>• Schedule A2, section 8</li> <li>• Schedule B, section 8</li> </ul>

#### Contributions Column S: Ctrib\_Dscr (In-kind Contribution/Pledge Description)

Definition	For an in-kind contribution/pledge, a description of the contribution/pledge.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column B (Form Type) is <b>A1</b> (to be used for monetary contributions), a value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column B (Form Type) is <b>A2</b> (to be used for in-kind contributions), a blank value in this field will result in a warning, but the value will be accepted.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Schedule A2, section 9</li> <li>Schedule B, section 9</li> </ul>
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### Contributions Column T: Employer (Contributor's Employer)

Definition	The employer of an individual from whom contributions or pledges have been accepted. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding requirements for reporting contributors' employment information.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 60 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 60 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>If the value in Column D (Entity Code) is <b>E</b> (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>If the value in Column D (Entity Code) is <b>I</b> (for an individual), a blank value in this field will result in a warning, but the value will be accepted. However, if the amount of the contribution is \$200 or more, a blank value in this field will result in an error that will cause the data file to be <b>rejected</b>. (See City Code § 2-2-21, "Additional Information Required On All Campaign Finance Reports Filed With The City".)</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule A1, section 9</li> <li>Schedule A2, section 11</li> <li>Schedule B, section 11</li> </ul>

### Contributions Column U: Occup (Contributor's Occupation)

Definition	The principal occupation or job title of an individual from whom contributions or pledges have been accepted. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding requirements for reporting contributors' employment information.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 60 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 60 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>If the value in Column D (Entity Code) is <b>E</b> (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>If the value in Column D (Entity Code) is <b>I</b> (for an individual), a blank value in this field will result in a warning, but the value will be accepted. However, if the amount of the contribution is \$200 or more, a blank value in this field will result in an error that will cause the data file to be <b>rejected</b>. (See City Code § 2-2-21, “Additional Information Required On All Campaign Finance Reports Filed With The City”.)</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule A1, section 8</li> <li>Schedule A2, section 10</li> <li>Schedule B, section 10</li> </ul>

**The following four columns do not apply to City of Austin filers and should be left blank.** The contents of these fields will be ignored and will not be imported into the City of Austin’s Campaign Finance Database:

**Contributions Column V: Job\_Title**

**Contributions Column W: Spous\_Law**

**Contributions Column X: Parent1**

**Contributions Column Y: Parent2**

**Contributions Column Z: Trvl\_CB (Travel Outside of Texas Checkbox)**

Definition	Indicates that a non-monetary contribution or pledge is for travel outside the State of Texas.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li><b>X</b>, if the non-monetary contribution or pledge is for travel outside the State of Texas.</li> <li><b>Blank</b>, if the non-monetary contribution or pledge is not for travel outside of Texas.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• Values other than <b>X</b> or <b>blank</b> will result in a warning, but the value will be accepted.</li> <li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule A2, section 8/9</li> <li>• Schedule B, section 8/9</li> </ul>

## Expenditures (Schedule F1-F4, G, H, I)

Use this template to report information about:

- Political expenditures from political contributions reported on Schedule F1
- Unpaid incurred obligations reported on Schedule F2
- Purchases of investments from political contributions reported on Schedule F3
- Expenditures made by credit card reported on Schedule F4
- Political expenditures made from personal funds reported on Schedule G
- Payments from political contributions to a business of candidate/officeholder reported on Schedule H
- Non-political expenditures made from political contributions reported on Schedule I
- Direct campaign expenditures (DCE)
- Expenditures for travel outside the State of Texas reported on Schedule T

When saved as a .csv file, the contents of this template may be used to import data into the Texas Ethics Commission's online filing system ([https://www.ethics.state.tx.us/whatsnew/elf\\_filing\\_info.htm](https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm)) in order to generate a PDF document for filing purposes.

### Special Instructions Regarding Direct Campaign Expenditures

Columns **T** through **AF** in this template are used to report information related to direct campaign expenditures. A direct campaign expenditure is an expenditure made by a candidate or officeholder to benefit another candidate or officeholder without that person's knowledge or consent.

**If the expenditure was not a direct campaign expenditure, skip columns T through AF.**

If an expenditure is a direct campaign expenditure that benefitted one candidate or officeholder, enter all of the information related to the expenditure, including Columns T through AF.

If an expenditure is a direct campaign expenditure that benefitted more than one candidate or officeholder, a separate row must be entered in the template for each candidate or officeholder who benefitted from the expenditure. In these cases, note the following:



- In the row for the first candidate or officeholder, enter all of the required information related to the expenditure, (Columns A through AF, and Columns AU and AV). Enter an identifier in the Item\_ID column (Column C) of this row and the same value in the BakRef\_ID column (Column AF). The value entered in the Item\_ID column (Column C) and the value entered in the BakRef\_ID column (Column AF) must match.
- In the row for the next candidate or officeholder, enter the information related to the expenditure in Columns T through AF. Enter “EXPN” in Column A and the Form Type (F1, F2, etc.) in Column B. Leave all other columns blank. In the BakRef\_ID column (Column AF), enter the identifier in the Item\_ID column (Column C) of the row containing the information for the first candidate or officeholder.

The row(s) in which you report a second, third, or more candidates/officeholders that benefitted from a direct campaign expenditure must immediately follow the row containing the information for the first candidate/officeholder.

The value entered in the BakRef\_ID column (Column AF) must match the value entered in the Item\_ID column (Column C) of the row containing the information for the first candidate/officeholder.

See the Texas Ethics Commission’s *Form C/OH Instruction Guide* for details regarding reporting requirements for direct campaign expenditures.

## Special Instructions Regarding Expenditures for Travel Outside the State of Texas

Columns **AH** through **AT** of this template are used to report expenses and incurred obligations for travel outside of the State of Texas.

**If the expenditure or incurred obligation was not for travel outside of Texas, skip columns AH through AT.**

If an expenditure was used to pay for one traveler/trip outside the State of Texas, enter all of the required information related to the expenditure, including Columns AH through AT.

If an expenditure was used to pay for more than one traveler/trip outside the State of Texas, a separate row must be entered in the template for each traveler/trip. In these cases, note the following:

- In the row for the first traveler/trip, enter all of the information related to the expenditure, (Columns A through S, and Columns AH through AV). Enter an identifier in the Item\_ID column (Column C) of this row and the same value in the Trvl\_BakRef column (Column AT). The value entered in the Item\_ID column (Column C) and the value entered in the Trvl\_BakRef column (Column AT) must match.

- In the row for the next traveler/trip, enter the information related to the expenditure in Columns AH through AT. Enter “EXPN” in Column A and the Form Type (F1, F2, G, H, etc.) in Column B. Leave all other columns blank. In the Trvl\_BakRef column (Column AT), enter the identifier in the Item\_ID column (Column C) of the row containing the information for the first traveler/trip.

The row(s) in which you report a second, third, or more travelers/trips must immediately follow the row containing the information for the first traveler/trip.

The value entered in the Trvl\_BakRef column (Column AT) must match the value entered in the Item\_ID column (Column C) of the row containing the information for the first traveler/trip.

See the Texas Ethics Commission’s *Form C/OH Instruction Guide* for details regarding reporting requirements for travel outside of Texas.

## Expenditure and Payee Information

### Expenditures Column A: #Rec\_type (Record Type)

Definition	Identifies the record type of each row in this tab of the spreadsheet.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• <b>EXPN</b> for expenditures</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>EXPN</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

### Expenditures Column B: Form\_type (Form Type)

Definition	Identifies the name of the schedule used to report the expenditure.
Blank Allowed	<b>No</b>

Permitted values	<ul style="list-style-type: none"> <li>• <b>F1</b> for Political Expenditures from Political contributions</li> <li>• <b>F2</b> for Unpaid Incurred Obligations</li> <li>• <b>F3</b> for Purchase of Investments from Political Contributions</li> <li>• <b>F4</b> for Expenditures Made by Credit Card</li> <li>• <b>G</b> for Political Expenditures Made From Personal Funds</li> <li>• <b>H</b> for Payment From Political Contributions to a Business of Candidate/Officeholder</li> <li>• <b>I</b> for Non-political Expenditures Made From Political Contributions</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>F1, F2, F3, F4, G, H, or I</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Expenditures Column C: Item\_ID (Unique Identifier)

Definition	<p>An identification value provided by the filer for each row in this tab of the spreadsheet. This field is used to “link” rows reporting:</p> <ul style="list-style-type: none"> <li>• Direct campaign expenditures, and;</li> <li>• Expenditures for travel outside the State of Texas.</li> </ul>
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• Any text up to than 20 characters in length.</li> <li>• If one or more direct campaign expenditures (DCE) are reported on this tab, the value in this column <b>must</b> match the BakRef_ID (Column AF) of the corresponding DCE record(s).</li> <li>• If expenditures for travel outside the state of Texas are reported on this tab, the value in this column <b>must</b> match the Trvl_BakRef (Column AT) of the corresponding travel record(s)</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If one or more direct campaign expenditures (DCE) are reported on this tab, a blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If one or more direct campaign expenditures (DCE) are reported on this tab, a value in this column that does not match the BakRef_ID (Column AF) of a record will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If expenditures for travel outside the state of Texas are reported on this tab, a blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If expenditures for travel outside the state of Texas are reported on this tab, a value in this column that does not match the Trvl_BakRef (Column AT) of a record will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 20 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Expenditures Column D: Entity\_Cd (Entity Code)

Definition	Identifies the type of payee: an entity (such as a company, political committee, organization, or other group) or an individual person.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• E for an Entity (a company, political committee, organization, or other group)</li> <li>• I for an Individual person</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>E</b> or <b>I</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value of Column B (Form Type) is <b>H</b> (for Payment From Political Contributions to a Business of Candidate/Officeholder), the value in this field must be <b>E</b> for an Entity. Values other than <b>E</b> will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Expenditures Column E: Payee\_NamL (Payee's Last Name or Entity Name)

Definition	The payee's last name (for individuals) or the name of the company, political committee, organization, or group (for entities).
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• Any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 5</li> <li>• Schedule F2, section 6</li> <li>• Schedule F3, section 5</li> <li>• Schedule F4, section 6</li> <li>• Schedule G, section 5</li> <li>• Schedule H, section 5</li> <li>• Schedule I, section 5</li> </ul>

**Expenditures Column F: Payee\_NamF (Payee's First Name)**

Definition	For individuals, the payee's first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Any text up to 45 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li><li>If the value in Column D (Entity Code) is "I" (for an individual), a blank value in this field will result in a warning, but the value will be accepted.</li><li>If the value in Column D (Entity Code) is "E" (for an entity), a value in this field will result in a warning, but the value will be accepted.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Schedule F1, section 5</li><li>Schedule F2, section 6</li><li>Schedule F3, section 5</li><li>Schedule F4, section 6</li><li>Schedule G, section 5</li><li>Schedule I, section 5</li></ul>

**Expenditures Column G: Payee\_NamT (Payee's Title)**

Definition	For individuals, the payee's title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column D (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 5</li> <li>• Schedule F2, section 6</li> <li>• Schedule F3, section 5</li> <li>• Schedule F4, section 6</li> <li>• Schedule G, section 5</li> <li>• Schedule I, section 5</li> </ul>

#### **Expenditures Column H: Payee\_NamS (Payee’s Name Suffix)**

Definition	For individuals, the suffix code of the payee’s name. For example, JR, II, MD, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column D (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 5</li> <li>• Schedule F2, section 6</li> <li>• Schedule F3, section 5</li> <li>• Schedule F4, section 6</li> <li>• Schedule G, section 5</li> <li>• Schedule I, section 5</li> </ul>
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#### **Expenditures Column I: Payee\_Adr1 (Payee's Street or Mailing Address 1)**

Definition	The payee's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 7</li> <li>• Schedule F2, section 8</li> <li>• Schedule F3, section 6</li> <li>• Schedule F4, section 8</li> <li>• Schedule G, section 7</li> <li>• Schedule H, section 7</li> <li>• Schedule I, section 7</li> </ul>

#### **Expenditures Column J: Payee\_Adr2 (Payee's Street or Mailing Address 2)**

Definition	Additional information about the payee's street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 55 characters in length.</li> </ul>



Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 7</li> <li>• Schedule F2, section 8</li> <li>• Schedule F3, section 6</li> <li>• Schedule F4, section 8</li> <li>• Schedule G, section 7</li> <li>• Schedule H, section 7</li> <li>• Schedule I, section 7</li> </ul>

#### Expenditures Column K: Payee\_City (Payee's City)

Definition	The payee's city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 7</li> <li>• Schedule F2, section 8</li> <li>• Schedule F3, section 6</li> <li>• Schedule F4, section 8</li> <li>• Schedule G, section 7</li> <li>• Schedule H, section 7</li> <li>• Schedule I, section 7</li> </ul>

**Expenditures Column L: Payee\_StCd (Payee's State Code)**

Definition	The payee's state or region/province if foreign.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule F1, section 7</li><li>• Schedule F2, section 8</li><li>• Schedule F3, section 6</li><li>• Schedule F4, section 8</li><li>• Schedule G, section 7</li><li>• Schedule H, section 7</li><li>• Schedule I, section 7</li></ul>

**Expenditures Column M: Payee\_Zip4 (Payee's Zip Code)**

Definition	The payee's zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or the zip code in the format "12345" or "12345-1234".</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 7</li> <li>• Schedule F2, section 8</li> <li>• Schedule F3, section 6</li> <li>• Schedule F4, section 8</li> <li>• Schedule G, section 7</li> <li>• Schedule H, section 7</li> <li>• Schedule I, section 7</li> </ul>
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#### Expenditures Column N: Payee\_CtryCD (Payee's Country Code)

Definition	The payee's country code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• <b>USA</b> for American payees.</li> <li>• Selection from the list of country codes provided by the Texas Ethics Commission for foreign payees.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 7</li> <li>• Schedule F2, section 8</li> <li>• Schedule F3, section 6</li> <li>• Schedule F4, section 8</li> <li>• Schedule G, section 7</li> <li>• Schedule H, section 7</li> <li>• Schedule I, section 7</li> </ul>

**Expenditures Column O: Expn\_Date (Expense Date)**

Definition	The date on which a payment was made (for expenditures), the date on which an obligation was incurred (for unpaid obligations and credit card charges), or the date of purchase (for investments).
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A date in the format <code>yyyymmdd</code>.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value not in the format <code>yyyymmdd</code> will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value that is not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule F1, section 4</li><li>• Schedule F2, section 5</li><li>• Schedule F3, section 4</li><li>• Schedule F4, section 5</li><li>• Schedule G, section 4</li><li>• Schedule H, section 4</li><li>• Schedule I, section 4</li></ul>

**Expenditures Column P: Expn\_Amt (Expense Amount)**

Definition	The amount of the payment, obligation, or investment.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• An amount in the format “123456789.12” with no dollar sign (\$)</li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 6</li> <li>• Schedule F2, section 7</li> <li>• Schedule F3, section 8</li> <li>• Schedule F4, section 7</li> <li>• Schedule G, section 6</li> <li>• Schedule H, section 6</li> <li>• Schedule I, section 6</li> </ul>

#### Expenditures Column Q: Expn\_Descr (Expense Description)

Definition	A brief statement or description of the candidate or officeholder activity conducted by making the expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 8b</li> <li>• Schedule F2, section 10b</li> <li>• Schedule F3, section 7</li> <li>• Schedule F4, section 10b</li> <li>• Schedule G, section 8b</li> <li>• Schedule H, section 8b</li> <li>• Schedule I, section 8b</li> </ul>
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**Expenditures Column R: ExpCntr\_YN (Political or Non-political Expenditure, Yes/No)**

Definition	Indicates whether an expenditure from political contributions is political (Y) or non-political (N).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• If the value in Column B (Form Type) is <b>F2</b> or <b>F4</b>, <b>Y</b> (political) or <b>N</b> (non-political).</li> <li>• If the value in Column B (Form Type) is <b>F1</b>, <b>Y</b> (political). (Expenditures disclosed on Schedule F1 are always political.)</li> <li>• If the value in Column B (Form Type) is <b>I</b>, <b>N</b> (non-political). (Expenditures disclosed on Schedule I are always non-political.)</li> <li>• <b>Blank</b> for all other Form Types.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column B (Form Type) is <b>F1, F2, F4</b>, or <b>I</b> a blank value will result in a warning, but the value will be accepted.</li> <li>• If the value in Column B (Form Type) is <b>F1</b>, a value of '<b>N</b>' will result in a warning, but the value will be accepted.</li> <li>• If the value in Column B (Form Type) is <b>I</b>, a value of '<b>Y</b>' will result in a warning, but the value will be accepted.</li> <li>• If the value in Column B (Form Type) is not <b>F1, F2, F4</b>, or <b>I</b>, a value in this field will result in a warning, but the value will be accepted provided it does not violate the following rules.</li> <li>• A value other than <b>blank, Y</b>, or <b>N</b> will result in a warning, but the value will be accepted.</li> <li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F2, section 9</li> <li>• Schedule F4, section 9</li> </ul>

#### Expenditures Column S: Reimbur\_CB (Reimbursement Intended Check-box)

Definition	Indicates whether a candidate/officeholder intends to be reimbursed for an expenditure made from personal funds. This field applies only to schedule G.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• If the value in Column B (Form Type) is <b>G</b> (Political Expenditures Made from Personal Funds), <b>X</b> (for Yes) or <b>blank</b> (for No).</li> <li>• <b>Blank</b> for all other Form Types.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A value other than <b>blank</b> or <b>X</b> will result in a warning, but the value will be accepted provided it does not violate the following rules.</li> <li>• If the value in Column B (Form Type) is not <b>G</b>, any value in this field will result in a warning, but the value will be accepted provided it does not violate the following rule.</li> <li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

## Direct Campaign Expenditures

Columns **T** through **AF** in this template are used to report information related to direct campaign expenditures. A direct campaign expenditure is an expenditure made by a candidate or officeholder to benefit another candidate or officeholder without that person's knowledge or consent.

**If the expenditure was not a direct campaign expenditure, skip columns T through AF.**

If an expenditure is a direct campaign expenditure that benefitted one candidate or officeholder, enter all of the information related to the expenditure, including Columns T through AF.

If an expenditure is a direct campaign expenditure that benefitted more than one candidate or officeholder, a separate row must be entered in the template for each candidate or officeholder who benefitted from the expenditure. In these cases, note the following:

- In the row for the first candidate or officeholder, enter all of the required information related to the expenditure, (Columns A through AF, and Columns AU and AV). Enter an identifier in the Item\_ID column (Column C) of this row and the same value in the BakRef\_ID column (Column AF). The value entered in the Item\_ID column (Column C) and the value entered in the BakRef\_ID column (Column AF) must match.
- In the row for the next candidate or officeholder, enter the information related to the expenditure in Columns T through AF. Enter "EXPN" in Column A and the Form Type (F1, F2, H, etc.) in Column B. Leave all other columns blank. In the BakRef\_ID column (Column AF), enter the identifier in the Item\_ID column (Column C) of the row containing the information for the first candidate or officeholder.

The row(s) in which you report a second, third, or more candidates/officeholders that benefitted from a direct campaign expenditure must immediately follow the row containing the information for the first candidate/officeholder.

The value entered in the BakRef\_ID column (Column AF) must match the value entered in the Item\_ID column (Column C) of the row containing the information for the first candidate/officeholder.

See the Texas Ethics Commission's *Form C/OH Instruction Guide* for details regarding reporting requirements for direct campaign expenditures.



**Expenditures Column T: Cand\_NamL (Direct Campaign Expenditure: Candidate's Last Name)**

Definition	The last name of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 100 characters in length.</li></ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule F1, section 9</li><li>• Schedule F2, section 11</li><li>• Schedule F4, section 11</li><li>• Schedule G, section 9</li><li>• Schedule H, section 9</li></ul>

**Expenditures Column U: Cand\_NamF (Direct Campaign Expenditure: Candidate's First Name)**

Definition	The first name (and middle name, if desired) of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 45 characters in length.</li></ul>

Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>

#### Expenditures Column V: Cand\_NamT (Direct Campaign Expenditure: Candidate's Title)

Definition	The title/honorific code (MR, MRS, DR, etc.) of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values in this field which are not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>
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**Expenditures Column W: Cand\_NamS (Direct Campaign Expenditure: Candidate's Name Suffix)**

Definition	The suffix code (JR, II, MD, etc.) of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values in this field which are not on the list of suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>

**Expenditures Column X: OffHldCd (Direct Campaign Expenditure: Candidate's Office Held Code)**

Definition	The office held code of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or a selection from the list of political office codes provided by the Texas Ethics Commission.</li></ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"><li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values in this field which are not on the list of political office codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule F1, section 9</li><li>• Schedule F2, section 11</li><li>• Schedule F4, section 11</li><li>• Schedule G, section 9</li><li>• Schedule H, section 9</li></ul>

**Expenditures Column Y: OffHldNam (Direct Campaign Expenditure: Candidate's Office Held Description)**

Definition	If the candidate or officeholder's office held code (in Column X) is <b>OTHER</b> , a description of the candidate or officeholder's office held.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or any text up to 100 characters in length.</li></ul>

Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• If the office held code (Column X) is <b>OTHER</b>, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the office held code (Column X) is not <b>OTHER</b>, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>

**Expenditures Column Z: OffHldDist (Direct Campaign Expenditure: Candidate's Office Held District Number)**

Definition	The district number of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 11 characters in length.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A value more than 11 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>
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**Expenditures Column AA: OffHldPlace (Direct Campaign Expenditure: Candidate's Office Held Place Number)**

Definition	The place number of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 11 characters in length.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A value more than 11 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>

**Expenditures Column AB: OffSeekCd (Direct Campaign Expenditure: Candidate's Office Sought Code)**

Definition	The office sought code of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of political office codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>Values in this field which are not on the list of political office codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule F1, section 9</li> <li>Schedule F2, section 11</li> <li>Schedule F4, section 11</li> <li>Schedule G, section 9</li> <li>Schedule H, section 9</li> </ul>

**Expenditures Column AC: OffseekNam (Direct Campaign Expenditure: Candidate's Office Sought Description)**

Definition	If the candidate or officeholder's office sought code (in Column AB) is <b>OTHER</b> , a description of the candidate or officeholder's office sought.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 100 characters in length.</li> </ul>

Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• If the office sought code (Column AB) is <b>OTHER</b>, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the office sought code (Column AB) is not <b>OTHER</b>, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>

**Expenditures Column AD: OffseekDist (Direct Campaign Expenditure: Candidate's Office Sought District Number)**

Definition	The office sought district number of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 11 characters in length.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A value more than 11 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>



Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>
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**Expenditures Column AE: OffSeekPlace (Direct Campaign Expenditure: Candidate's Office Sought Place Number)**

Definition	The office sought place number of the candidate or officeholder who benefitted from the direct campaign expenditure.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 11 characters in length.</li> </ul>
Validation rules	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>• A value more than 11 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column <b>B</b> (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 9</li> <li>• Schedule F2, section 11</li> <li>• Schedule F4, section 11</li> <li>• Schedule G, section 9</li> <li>• Schedule H, section 9</li> </ul>

**Expenditures Column AF: BakRef\_ID**

Definition	Links information related to direct campaign expenditures to its "parent" expenditure record. The value in this column must match the Item_ID of the corresponding expenditure record on this tab.
Blank Allowed	Yes

Permitted values	<p>For a direct campaign expenditure:</p> <ul style="list-style-type: none"> <li>The value in this column must match the Item_ID of the corresponding expenditure record on this tab.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>If the value in column AH (Travel Outside of Texas Checkbox) is "X", a value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value in this column that does not match the Item_ID of a record on this tab will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>A value more than 20 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>If the value in Column B (Form Type) is <b>F3</b> or <b>I</b>, a value in this field will result in a warning, but the value will be accepted</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Expenditures Column AG: ExpnCorp\_YN (Expenditure from Corporate Contributions, Yes/No)

Definition	This column applies only to political committees and does not apply to candidates and officeholders. <b>Candidates and officeholders should leave this column blank.</b>
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Candidates and officeholders should leave this column blank.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>For candidates and officeholders, the contents of this field will be ignored and will not be imported into the City of Austin's Campaign Finance Database.</li> </ul>

## Expenditures for Travel Outside the State of Texas

Columns **AH** through **AT** of this template are used to report expenses and incurred obligations for travel outside of the State of Texas.

**If the expenditure or incurred obligation was not for travel outside of Texas, skip columns AH through AT.**

If an expenditure was used to pay for one traveler/trip outside the State of Texas, enter all of the required information related to the expenditure, including Columns AH through AT.

If an expenditure was used to pay for more than one traveler/trip outside the State of Texas, a separate row must be entered in the template for each traveler/trip. In these cases, note the following:

- In the row for the first traveler/trip, enter all of the information related to the expenditure, (Columns A through S, and Columns AH through AV). Enter an identifier in the Item\_ID column (Column C) of this row and the same value in the Trvl\_BakRef column (Column AT). The value entered in the Item\_ID column (Column C) and the value entered in the Trvl\_BakRef column (Column AT) must match.
- In the row for the next traveler/trip, enter the information related to the expenditure in Columns AH through AT. Enter “EXPN” in Column A and the Form Type (F1, F2, G, H, etc.) in Column B. Leave all other columns blank. In the Trvl\_BakRef column (Column AT), enter the identifier in the Item\_ID column (Column C) of the row containing the information for the first traveler/trip.

The row(s) in which you report a second, third, or more travelers/trips must immediately follow the row containing the information for the first traveler/trip.

The value entered in the Trvl\_BakRef column (Column AT) must match the value entered in the Item\_ID column (Column C) of the row containing the information for the first traveler/trip.

See the Texas Ethics Commission’s *Form C/OH Instruction Guide* for details regarding reporting requirements for travel outside of Texas.

#### Expenditures Column AH: Trvl\_CB (Travel Outside of Texas Checkbox)

Definition	Indicates that an expense or incurred obligation is for travel outside the State of Texas.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• <b>X</b>, if the expense or incurred obligation is for travel outside the State of Texas.</li><li>• <b>Blank</b>, if the expense or incurred obligation is not for travel outside the State of Texas.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• Values other than <b>X</b> or <b>blank</b> will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 8b</li> <li>• Schedule F2, section 10b</li> <li>• Schedule F4, section 10b</li> <li>• Schedule G, section 8b</li> <li>• Schedule H, section 8b</li> </ul>
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#### Expenditures Column AI: Trvl\_NamL (Travel Outside of Texas: Traveler's Last Name)

Definition	For an expenditure or incurred obligation for travel outside the State of Texas, the traveler's last name.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 7</li> </ul>

#### Expenditures Column AJ: Trvl\_NamF (Travel Outside of Texas: Traveler's First Name)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the traveler's first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 45 characters in length.</li> </ul>

Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 7</li> </ul>

#### Expenditures Column AK: Trvl\_NamT (Travel Outside of Texas: Traveler's Title)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the traveler's title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values in this field which are not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 7</li> </ul>

#### Expenditures Column AL: Trvl\_NamS (Travel Outside of Texas: Traveler's Name Suffix)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the suffix code of the traveler's name. For example, JR, II, MD, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>

Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values in this field which are not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 7</li> </ul>

#### Expenditures Column AM: Tran\_Type (Travel Outside of Texas: Transportation Type)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the transportation type code for the method of travel.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of transportation type codes provided by the Texas Ethics Commission: <ul style="list-style-type: none"> <li>• BAGFEES (Baggage Fees)</li> <li>• COMMAIR (Commercial Airplane)</li> <li>• COMMAUTO (Commercial Automobile)</li> <li>• COMMBOAT (Commercial Boat)</li> <li>• PRIVAIR (Private Airplane)</li> <li>• PRIVAUTO (Private Automobile)</li> <li>• PRIVBOAT (Private Boat)</li> <li>• RAIL (Railroad)</li> <li>• OTHER (Other)</li> </ul> </li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of transportation type codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 10</li> </ul>
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**Expenditures Column AN: Tran\_Descr (Travel Outside of Texas: Other Travel Method Description)**

Definition	For an expenditure or incurred obligation for travel outside of Texas, a description of the method of travel if the transportation type code (Column AM) is <b>OTHER</b> .
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>If the transportation type code (Column AM) is <b>OTHER</b>, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>If the transportation type code (Column AM) is not <b>OTHER</b>, a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 10</li> </ul>

**Expenditures Column AO: Dpt\_City (Travel Outside of Texas: Departure City)**

Definition	For an expenditure or incurred obligation for travel outside of Texas, the name of the departure city or location.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 50 characters in length.</li> </ul>

Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 50 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 8</li> </ul>

#### Expenditures Column AP: Dpt\_Date (Travel Outside of Texas: Departure Date)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the departure date.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a date in the format yyyyymmdd.</li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• Values not in the format “yyyyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 6</li> </ul>

#### Expenditures Column AQ: Arv\_City (Travel Outside of Texas: Arrival/Destination City)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the name of the arrival/destination city or location.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 50 characters in length.</li> </ul>



Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 50 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 8</li> </ul>

#### Expenditures Column AR: Arv\_Date (Travel Outside of Texas: Arrival Date)

Definition	For an expenditure or incurred obligation for travel outside of Texas, the arrival date.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a date in the format yyyyymmdd.</li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• Values not in the format “yyyyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 6</li> </ul>

#### Expenditures Column AS: Trvl\_Purp (Travel Outside of Texas: Purpose of Travel)

Definition	For an expenditure or incurred obligation for travel outside of Texas, a description of the purpose of the travel, including the name of a conference, seminar, or other event.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 255 characters in length.</li> </ul>

Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 255 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 11</li> </ul>

#### Expenditures Column AT: Trvl\_BakRef

Definition	<p>Links information related to expenditures or incurred obligations for travel outside the state of Texas to its “parent” expenditure record. The value in this column must match the Item_ID of the corresponding expenditure record on this tab.</p>
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• The value in this column must match the Item_ID of the corresponding expenditure record on this tab.</li> </ul>
Validation rules	<p>For an expenditure or incurred obligation for travel outside the State of Texas:</p> <ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value in this column that does not match the Item_ID of a record on this tab will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 20 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

## Expenditure Category Information

### Expenditures Column AU: Expn\_CatgOth (Expenditure Category Other Description)

Definition	If the Expenditure Category Code (Column AV) is <b>OTHER</b> , a description of the category of goods, services, or other thing of value for which an expenditure is made.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>If the Expenditure Category Code (Column AV) is <b>OTHER</b>, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>If the Expenditure Category Code (Column AV) is not <b>OTHER</b>, a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule F1, section 8a</li> <li>Schedule F2, section 10a</li> <li>Schedule F4, section 10a</li> <li>Schedule G, section 8a</li> <li>Schedule H, section 8a</li> <li>Schedule I, section 8a</li> </ul>

### Expenditures Column AV: Expn\_Catg (Expenditure Category Code)

Definition	The category code of goods, services, or other thing of value for which an expenditure is made.
Blank Allowed	<b>No</b>

Permitted values	<ul style="list-style-type: none"> <li>• Selection from the list of expenditure category codes provided by the Texas Ethics Commission. <ul style="list-style-type: none"> <li>• ACCOUNT (Accounting/Banking)</li> <li>• ADVERTISE (Advertising Expense)</li> <li>• CONSULT (Consulting Expense)</li> <li>• CREDITCARD (Credit Card Payment)</li> <li>• DONATIONS (Contributions/Donations Made By Candidate/Officeholder/Political Committee)</li> <li>• EVENT (Event Expense)</li> <li>• FEES (Fees)</li> <li>• FOOD (Food/Beverage Expense)</li> <li>• FUNDRAISE (Solicitation/Fundraising Expense)</li> <li>• GIFTS (Gift/Awards/Memorials Expense)</li> <li>• LEGAL (Legal Services)</li> <li>• LOAN (Loan Repayment/Reimbursement)</li> <li>• OVERHEAD (Office Overhead/Rental Expense)</li> <li>• POLLING (Polling Expense)</li> <li>• PRINTING (Printing Expense)</li> <li>• SALARIES (Salaries/Wages/Contract Labor)</li> <li>• TRANSPORT (Transportation Equipment &amp; Related Expense)</li> <li>• TRAVELIN (Travel In District)</li> <li>• TRAVELOUT (Travel Out of District)</li> <li>• OTHER (Other)</li> </ul> </li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values in this field which are not on the list of expenditure category codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 8a</li> <li>• Schedule F2, section 10a</li> <li>• Schedule F4, section 10a</li> <li>• Schedule G, section 8a</li> <li>• Schedule H, section 8a</li> <li>• Schedule I, section 8a</li> </ul>
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#### Expenditures Column AW: Aus\_Living\_Exp\_CB (Austin Officeholder Living Expense Checkbox)

Definition	This column identifies expenses incurred by a State officeholder for living in Austin. <b>It does not apply to City of Austin candidates/officeholders and should be left blank.</b>
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• City of Austin candidates/officeholders should leave this field blank.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A value in this field will result in a notification that the contents of this field will be ignored and will not be imported into the City of Austin's Campaign Finance Database.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule F1, section 8b</li> <li>• Schedule F2, section 10b</li> <li>• Schedule F4, section 10b</li> <li>• Schedule G, section 8b</li> <li>• Schedule H, section 8b</li> </ul>

## Loans (Schedule E)

Use this template to report information about:

- Loans and guarantees of loans accepted during the reporting period for campaign or officeholder purposes.

- Deposits of personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code.
- Political expenditures from personal funds.

## Loan and Lender Information

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### Loans Column A: #Rec\_Type (Record Type)

Definition	Identifies the record type of each row in this tab of the spreadsheet.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• <b>LOAN</b></li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>LOAN</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

### Loans Column B: Form\_Type (Form Type)

Definition	Identifies the name of the schedule used to report the loan.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• <b>E</b> for Loans</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>E</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

**Loans Column C: Entity\_Cd (Entity Code)**

Definition	Identifies the type of lender: an entity (such as a financial institution, political committee, organization, or other group) or an individual person.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• <b>E</b> for an Entity (a financial institution, political committee, organization, or other group)</li><li>• <b>I</b> for an Individual person</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values other than <b>E</b> or <b>I</b> will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li></ul>

**Loans Column D: Financial\_Inst\_YN (Financial Institution Yes/No)**

Definition	Identifies whether or not the lender is a financial institution (a corporation that has been legally engaged in the business of making loans for more than one year).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• <b>Y</b> for loans from a financial institution (a corporation that has been legally engaged in the business of making loans for more than one year).</li><li>• <b>N</b> or <b>blank</b> for loans from any other source.</li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a notification that the blank will be interpreted as “N”.</li> <li>• A value other than blank, “Y”, or “N” will result in a warning, but the value will be accepted.</li> <li>• If the value in Column C (Entity Code) is “I” (for an individual), a “Y” value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 6</li> </ul>

#### Loans Column E: Lender\_NamL (Lender’s Last Name or Entity Name)

Definition	The lender’s last name (for individuals) or the name of the financial institution. If the lender is an entity, the full name of the entity.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• Any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 7</li> </ul>

#### Loans Column F: Lender\_NamF (Lender’s First Name)

Definition	For individuals, the lender’s first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 45 characters in length.</li> </ul>



Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column C (Entity Code) is “I” (for an individual), a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column C (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 7</li> </ul>

#### Loans Column G: Lender\_NamT (Lender’s Title)

Definition	For individuals, the lender’s title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column C (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 7</li> </ul>

#### Loans Column H: Lender\_NamS (Lender’s Name Suffix)

Definition	For individuals, the suffix code of the lender’s name. For example, JR, II, MD, etc.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>If the value in Column C (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule E, section 7</li> </ul>

#### Loans Column I: Lender\_Adr1 (Lender’s Street or Mailing Address 1)

Definition	The lender’s street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule E, section 8</li> </ul>

#### Loans Column J: Lender\_Adr2 (Lender’s Street or Mailing Address 2)

Definition	Additional information about the lender’s street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 8</li> </ul>

#### Loans Column K: Lender\_City (Lender's City)

Definition	The lender's city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 8</li> </ul>

#### Loans Column L: Lender\_StCd (Lender's State Code)

Definition	The lender's state or region/province if foreign.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 8</li> </ul>

**Loans Column M: Lender\_ZIP4 (Lender's Zip Code)**

Definition	The lender's zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or enter the zip code in the format "12345" or "12345-1234".</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule E, section 8</li></ul>

**Loans Column N: Lender\_CtryCD (Lender's Country Code)**

Definition	The lender's country code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank</li><li>• <b>USA</b> for American lenders</li><li>• A selection from the list of country codes provided by the Texas Ethics Commission for foreign lenders.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule E, section 8</li></ul>

**Loans Column O: OS\_PAC\_CB (Out-of-State PAC Checkbox)**

Definition	Indicates that the lender is an out-of-state political action committee.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• <b>X</b>, if the lender is an out-of-state political committee.</li><li>• <b>Blank</b>, if the lender is not an out-of-state political committee.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• Values other than <b>X</b> or <b>blank</b> will result in a warning, but the value will be accepted.</li><li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule E, section 7</li></ul>

**Loans Column P: OS\_PAC\_FEC (Out-of-state PAC's FEC ID#)**

Definition	For out-of-state political action committees, the committee's Federal Election Commission (FEC) identification number.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• If the lender is an out-of-state political committee, enter the committee's Federal Election Commission (FEC) identification number. Otherwise, leave this field blank.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• If the value in Column O (Out-of-State PAC Checkbox) is "<b>X</b>", a blank value in this field will result in a warning, but the value will be accepted.</li><li>• If the value in Column O (Out-of-State PAC Checkbox) is blank, a value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 9 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule E, section 7</li></ul>

**Loans Column Q: Loan\_Date (Loan Date)**

Definition	The date on which the loan was accepted.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A date in the format yyyyymmdd.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values not in the format “yyyyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule E, section 5</li></ul>

**Loans Column R: Loan\_Amt (Loan Amount)**

Definition	The principal amount of the loan.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule E, section 9</li></ul>

**Loans Column S: Int\_Rate (Interest Rate)**

Definition	The interest rate of the loan.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or a numeric amount in the format “123.12%”.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A blank value in this field will result in a warning, but the value will be accepted.</li><li>A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Schedule E, section 10</li></ul>

**Loans Column T: Mat\_Date (Maturity Date)**

Definition	The loan’s maturity date.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>A date in the format yyymmdd.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>A blank value in this field will result in a warning, but the value will be accepted.</li><li>Values not in the format “yyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li><li>Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Schedule E, section 11</li></ul>

**Loans Column U: Coll\_Dscr (Collateral Description)**

Definition	Description of the collateral, if applicable.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank (if there is no collateral for the loan) or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule E, section 14</li> </ul>

#### Loans Column V: Employer (Lender's Employer)

Definition	The employer of an individual from whom loans have been accepted. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding requirements for reporting lenders' employment information.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 60 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 60 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>If the value in Column C (Entity Code) is <b>E</b> (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>If the value in Column C (Entity Code) is <b>I</b> (for an individual), a blank value in this field will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule E, section 13</li> </ul>

#### Loans Column W: Occup (Lender's Occupation)

Definition	The principal occupation or job title of an individual from whom loans have been accepted. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding requirements for reporting lenders' employment information.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 60 characters in length.</li> </ul>



Validation rules	<ul style="list-style-type: none"> <li>• A value more than 60 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column C (Entity Code) is <b>E</b> (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column C (Entity Code) is <b>I</b> (for an individual), a blank value in this field will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 12</li> </ul>

### Loans Column X: Pers\_Funds\_CB (Personal Funds Checkbox)

Definition	Identifies whether or not the loan is a deposit of personal funds into an account in which political contributions are held.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• <b>X</b> if the loan is a deposit of personal funds into an account in which political contributions are held.</li> <li>• <b>Blank</b> for loans that do not meet these criteria.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• Values other than <b>X</b> or <b>blank</b> will result in a warning, but the value will be accepted.</li> <li>• A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 15</li> </ul>

## Guarantor Information

Columns Y through AL are used to report information about a person or entity that has guaranteed all or part of a loan. If there are no guarantors for the loan, enter “N” in column Y (Guarantor Yes/No) go to the next loan.

### Loans Column Y: Guaran\_YN (Guarantor Yes/No)

Definition	Identifies whether or not a person or entity has guaranteed all or part of the loan.
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Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• <b>Y</b> if there is a guarantor for the loan.</li> <li>• <b>N or Blank</b> for loans that do not have a guarantor.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will be interpreted as “<b>N</b>”.</li> <li>• A value other than <b>blank, Y</b>, or <b>N</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 16</li> </ul>

#### Loans Column Z: Guaran\_NamL (Guarantor’s Last Name or Entity Name)

Definition	The guarantor’s last name (for individuals). If the lender is an entity, the full name of the entity.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>Y</b>”, a blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>N</b>”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 17</li> </ul>

#### Loans Column AA: Guaran\_NamF (Guarantor’s First Name)

Definition	For individuals, the guarantor’s first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 45 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “Y”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 17</li> </ul>

#### Loans Column AB: Guaran\_NamT (Guarantor’s Title)

Definition	For individuals, the guarantor’s title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 17</li> </ul>

#### Loans Column AC: Guaran\_NamS (Guarantor’s Name Suffix)

Definition	For individuals, the suffix code of the guarantor’s name. For example, JR, II, MD, etc.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule E, section 17</li> </ul>

#### Loans Column AD: Guaran\_Adr1 (Guarantor’s Street or Mailing Address 1)

Definition	The guarantor’s street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>If the value in Column Y (Guarantor Yes/No) is “Y”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule E, section 18</li> </ul>

#### Loans Column AE: Guaran\_Adr2 (Guarantor’s Street or Mailing Address 2)

Definition	Additional information about the guarantor’s street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>N</b>”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 18</li> </ul>

#### Loans Column AF: Guaran\_City (Guarantor’s City)

Definition	The guarantor’s city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>Y</b>”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>N</b>”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 18</li> </ul>

#### Loans Column AG: Guaran\_StCd (Guarantor’s State Code)

Definition	The guarantor’s state or region/province if foreign.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “Y”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 18</li> </ul>

#### Loans Column AH: Guaran\_ZIP4 (Guarantor’s Zip Code)

Definition	The guarantor’s zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or enter the zip code in the format “12345” or “12345-1234”.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “Y”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 18</li> </ul>

#### Loans Column AI: Guaran\_CtryCD (Guarantor’s Country Code)

Definition	The guarantor’s country code.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>• Blank</li> <li>• <b>USA</b> for American lenders</li> <li>• A selection from the list of country codes provided by the Texas Ethics Commission for foreign lenders.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>Y</b>”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “<b>N</b>”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 18</li> </ul>

#### Loans Column AJ: Guaran\_Amt (Amount Guaranteed)

Definition	The dollar amount of the loan that the guarantor has agreed to guarantee.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• A currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “Y”, a blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 19</li> </ul>

#### Loans Column AK: Guaran\_Employer (Guarantor’s Employer)

Definition	The employer of the guarantor. See the Texas Ethics Commission’s <i>Form C/OH Instruction Guide</i> for details regarding requirements for reporting guarantors’ employment information.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 60 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column Y (Guarantor Yes/No) is “Y”, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column Y (Guarantor Yes/No) is “N”, a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 60 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule E, section 21</li> </ul>



### Loans Column AL: Guaran\_Occup (Guarantor's Occupation)

Definition	The principal occupation of the guarantor. See the Texas Ethics Commission's <i>Form C/OH Instruction Guide</i> for details regarding requirements for reporting guarantors' employment information.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>Blank or any text up to 60 characters in length.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>If the value in Column Y (Guarantor Yes/No) is "Y", a blank value in this field will result in a warning, but the value will be accepted.</li><li>If the value in Column Y (Guarantor Yes/No) is "N", a value in this field will result in a warning, but the value will be accepted.</li><li>A value more than 60 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>Schedule E, section 20</li></ul>

### Credits to Filers (Schedule K)

Use this template to report information disclosed on Schedule K (Interest, Credits, Gains, Refunds, and Contributions Returned to Filer), including:

- Any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution.
- Any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds \$100.
- Any other gain from a political contribution received during the reporting period.

### Credits Column A: #Rec\_Type (Record Type)

Definition	Identifies the record type of each row in this tab of the spreadsheet.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li><b>CRED</b></li></ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>CRED</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Credits Column B: Form\_Type (Form Type)

Definition	Identifies the name of the schedule used to report the credit, interest, rebate, refund, reimbursement, or return.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• <b>K</b> for Interest, Credits, Gains, Refunds, and Contributions Returned to Filer</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than <b>K</b> will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Credits Column C: Entity\_Cd (Entity Code)

Definition	Identifies the type of entity from whom the credit/gain/refund/returned contribution or interest was received.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• <b>E</b> for an Entity (a financial institution, political committee, organization, or other group)</li> <li>• <b>I</b> for an Individual person</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• Values other than E or I will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Credits Column D: Payer\_NamL (Payer's Last Name or Entity Name)

Definition	The last name (for individuals) of the person from whom the credit/gain/refund/returned contribution or interest was received. If the lender is an entity, the full name of the entity.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>• Any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule K, section 5</li> </ul>

#### Credits Column E: Payer\_NamF (Payer's First Name)

Definition	For individuals, the payer's first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 45 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• If the value in Column C (Entity Code) is “I” (for an individual), a blank value in this field will result in a warning, but the value will be accepted.</li> <li>• If the value in Column C (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule K, section 5</li> </ul>

#### Credits Column F: Payer\_NamT (Payer’s Title)

Definition	For individuals, the payer’s title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field is permitted.</li> <li>• A value in this field which is not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• If the value in Column C (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 25 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule K, section 5</li> </ul>

#### Credits Column G: Payer\_NamS (Payer’s Name Suffix)

Definition	For individuals, the suffix code of the payer’s name. For example, JR, II, MD, etc.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field is permitted.</li> <li>A value in this field which is not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>If the value in Column C (Entity Code) is “E” (for an entity), a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule K, section 5</li> </ul>

#### Credits Column H: Payer\_Adr1 (Payer’s Street or Mailing Address 1)

Definition	The payer’s street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule K, section 6</li> </ul>

#### Credits Column I: Payer\_Adr2 (Payer’s Street or Mailing Address 2)

Definition	Additional information about the payer’s street or mailing address.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 55 characters in length.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• This field is optional; a blank value is permitted.</li> <li>• A value more than 55 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule K, section 6</li> </ul>

#### Credits Column J: Payer\_City (Payer's City)

Definition	The payer's city.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 30 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule K, section 6</li> </ul>

#### Credits Column K: Payer\_StCd (Payer's State Code)

Definition	The payer's state or region/province if foreign.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or the 2-letter state abbreviations (such as TX, CA, OR, etc.)</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in a warning, but the value will be accepted.</li> <li>• A value that is not in list of state codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>• A value more than 5 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule K, section 6</li> </ul>

**Credits Column L: Payer\_ZIP4 (Payer's Zip Code)**

Definition	The payer's zip code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank or enter the zip code in the format "12345" or "12345-1234".</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value more than 10 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule K, section 6</li></ul>

**Credits Column M: Payer\_CtryCD (Payer's Country Code)**

Definition	The payer's country code.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"><li>• Blank</li><li>• <b>USA</b> for American payers</li><li>• A selection from the list of country codes provided by the Texas Ethics Commission for foreign payers.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in a warning, but the value will be accepted.</li><li>• A value that is not in list of country codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li><li>• A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule K, section 6</li></ul>

**Credits Column N: Recd\_Date (Received Date)**

Definition	The date on which the credit/gain/refund was received or the interest was earned, as applicable.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A date in the format yyyyymmdd.</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values not in the format “yyyyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li></ul>
Found on Forms	<ul style="list-style-type: none"><li>• Schedule K, section 4</li></ul>

**Credits Column O: Credit\_Amt (Credit Amount)**

Definition	The exact dollar amount of the credit/gain/refund/returned contribution, or interest.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"><li>• A currency/numeric amount in the format “123456789.12” with no dollar sign (\$).</li></ul>
Validation rules	<ul style="list-style-type: none"><li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value more than 12 characters in length (including the decimal point) will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value that is not a currency/numeric amount in the format “123456789.12” will result in an error that will cause the data file to be <b>rejected</b>.</li><li>• A value that includes a dollar sign (\$) will result in a notification that the value will be accepted but the dollar sign (\$) will be removed.</li></ul>



Found on Forms	<ul style="list-style-type: none"> <li>Schedule K, section 8</li> </ul>
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#### Credits Column P: Credit\_Descr (Credit Description)

Definition	Brief statement or description of the purpose for which the amount was received.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule K, section 7</li> </ul>

#### Credits Column Q: PolContribRet\_CB (Political Contribution Returned Checkbox)

Definition	Identifies whether or not the incoming credit/gain was originally made by the filer in the form of a political contribution to another candidate or political committee and was returned to the filer in this reporting period.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li><b>X</b> if the incoming credit/gain was originally made by the filer in the form of a political contribution to another candidate or political committee and was returned to the filer in this reporting period.</li> <li><b>Blank</b> for amounts that are not political contributions made to another candidate or political committee returned to the filer in this reporting period.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>Values other than <b>X</b> or <b>blank</b> will result in a warning, but the value will be accepted.</li> <li>A value more than 1 character in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Schedule K, section 7</li> </ul>
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## In-Kind Travel Contribution (Schedule T)

The "In-Kind Travel Contribution" tab is used to report in-kind contributions and pledges for travel outside of Texas reported on Schedule A2 or Schedule B.

Leave this tab blank if there are no in-kind contributions for travel outside of Texas reported on Schedule A2 or pledges for travel outside of Texas reported on Schedule B. **Expenditures** for travel outside the state of Texas must be entered on the Expenditures tab.

A single in-kind contribution or pledge for travel outside the state of Texas could pay for more than one trip or more than one individual's travel; a separate row should be entered in the template for each trip and traveler.

See the Texas Ethics Commission's *Form C/OH Instruction Guide* for details regarding reporting requirements for travel outside of Texas.

### Travel Column A: Item\_ID (Item ID)

Definition	Indicates that an in-kind contribution or pledge is for travel outside of Texas. The value in this column must match the Item_ID of the corresponding contribution/pledge record on the Contributions tab.
Blank Allowed	<b>No</b>
Permitted values	<ul style="list-style-type: none"> <li>The value in this column must match the Item_ID of the corresponding contribution/pledge record on the Contributions tab.</li> </ul>

Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value in this column that does not match the Item_ID of one record on the Contributions tab will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 20 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• This field does not appear on any form or schedule, but is required for data integrity and/or data validation purposes.</li> </ul>

#### Expenditures Column B: Trvl\_NamL (Traveler's Last Name)

Definition	The traveler's last name.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>• Schedule T, section 7</li> </ul>

#### Expenditures Column C: Trvl\_NamF (Traveler's First Name)

Definition	The traveler's first name (and middle name, if desired).
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>• Blank or any text up to 45 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>• A blank value in this field will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>• A value more than 45 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 7</li> </ul>
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#### Expenditures Column D: Trvl\_NamT (Traveler's Title)

Definition	The traveler's title/honorific code. For example, MR, MRS, DR, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of title/honorific codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>Values in this field which are not on the list of title/honorific codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 7</li> </ul>

#### Expenditures Column E: Trvl\_NamS (Traveler's Name Suffix)

Definition	The suffix code of the traveler's name. For example, JR, II, MD, etc.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of name suffix codes provided by the Texas Ethics Commission.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>Values in this field which are not on the list of name suffix codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 7</li> </ul>

#### Travel Column F: Tran\_Type (Transportation Type)

Definition	The method of travel code.
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Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a selection from the list of transportation type codes provided by the Texas Ethics Commission: <ul style="list-style-type: none"> <li>BAGFEES (Baggage Fees)</li> <li>COMMAIR (Commercial Airplane)</li> <li>COMMAUTO (Commercial Automobile)</li> <li>COMMBOAT (Commercial Boat)</li> <li>PRIVAIR (Private Airplane)</li> <li>PRIVAUTO (Private Automobile)</li> <li>PRIVBOAT (Private Boat)</li> <li>RAIL (Railroad)</li> <li>OTHER (Other)</li> </ul> </li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value that is not in list of transportation type codes provided by the Texas Ethics Commission will result in a warning, but the value will be accepted.</li> <li>A value more than 30 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 10</li> </ul>

#### Travel Column G: Tran\_Descr (Other Travel Method Description)

Definition	A description of the method of travel if the transportation type code (in Column C) is <b>OTHER</b> .
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 100 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>If the transportation type code (Column C) is <b>OTHER</b>, a blank value in this field will result in a warning, but the value will be accepted.</li> <li>If the transportation type code (Column C) is not <b>OTHER</b>, a value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 100 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 10</li> </ul>
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#### Travel Column H: Dpt\_City (Departure City)

Definition	The name of the departure city or location.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 50 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 50 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 8</li> </ul>

#### Travel Column I: Dpt\_Date (Departure Date)

Definition	The departure date.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a date in the format yyyyymmdd.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>Values not in the format “yyyyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 6</li> </ul>

#### Travel Column J: Arv\_City (Arrival/Destination City)

Definition	The name of the arrival/destination city or location.
Blank Allowed	Yes

Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 50 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 50 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 9</li> </ul>

#### Travel Column K: Arv\_Date (Arrival Date)

Definition	The arrival date.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or a date in the format yyymmdd.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>Values not in the format “yyymmdd” will result in an error that will cause the data file to be <b>rejected</b>.</li> <li>Values that are not a valid date will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>
Found on Forms	<ul style="list-style-type: none"> <li>Schedule T, section 6</li> </ul>

#### Travel Column L: Trvl\_Purp (Purpose of Travel)

Definition	A description of the purpose of the travel, including the name of a conference, seminar, or other event.
Blank Allowed	Yes
Permitted values	<ul style="list-style-type: none"> <li>Blank or any text up to 255 characters in length.</li> </ul>
Validation rules	<ul style="list-style-type: none"> <li>A blank value in this field will result in a warning, but the value will be accepted.</li> <li>A value more than 255 characters in length will result in an error that will cause the data file to be <b>rejected</b>.</li> </ul>

Found on Forms	<ul style="list-style-type: none"><li>• Schedule T, section 11</li></ul>
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