

FEDERAL ELECTION COMMISSION
ELECTRONIC FILING SPECIFICATIONS REQUIREMENTS

Part I

VERSION 6.2

May 6, 2008

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(Modifications to Version 6.2 are marked in RED)

Part I

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Electronic Filing Format Overview

The format consists of various record layouts whose fields are separated (delimited) by ASCII "Field Separator" characters. (An ASCII field separator (FS) character is a 1-byte code with a hexadecimal value of '1C'. (The binary value is 28 and in many software programs can be coded by holding down the Alt key while typing 28 on the numeric keypad.) Each FS character marks the end of one field and the beginning of the next. As with prior versions of the format, each record is terminated with CRLF (carriage-return+line-feed) hexadecimal '0D0A' characters. Trailing unused fields need not be marked by FS Field Separator delimiters. (In order to maintain continuity with previous releases of the FEC format, double-quote mark characters are not allowed within text fields.)

Fields may not begin with leading blanks (for example, " ABC" is incorrectly coded and should be coded "ABC").

The following characters will be allowed in filing fields (These are technically specified using the ASCII standard):

- Keyboard characters. These fall within the range of ASCII 32 (space) through 126 (tilde "~").
- Some characters used in other languages. Specifically ASCII characters 128 through 156, ASCII characters 160 through 168, and ASCII character 173.

This allows name and address fields to contain letters such as ñ, ÿ, ê, ç, ÿ, Æ, etc. Care should be taken if text is cut and pasted from word processing, or other programs, since many non-keyboard characters such as apostrophes and "smart quotes" (which are stored as ANSI coded characters) will not translate into the appropriate ASCII characters.

The first record of every electronic file that is submitted to the FEC must be an HDR record that precedes the main body of the ASCII CSV (comma separated values) data. The second record will be a "cover" record for the particular filing, (for example, a F3 or and F3X record for a FEC-3 or FEC-3X electronic report). An unlimited number of Schedule records (examples: SA, SB, SC/, ...) can follow the first two records of an FEC electronic report file. (Electronic files are usually assigned the file suffix ".fec".)

A validating utility named FECheck6 is available for downloading from the FEC website. It can, and should, be used by everyone who creates electronic files for the FEC, especially by those who are testing new software to create electronic filings. The same validating utility is used by the FEC to check every electronic filing that it receives, either by diskette or over the internet.

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GENERAL REQUIREMENTS

FORM TYPE

FORM TYPE refers to the combination of the FEC form and other important identifying indicators. For the general forms (cover sheets, not schedules), the format is form type followed by the amendment indicator (e.g. F3A, F3PA). If a filing is not an amendment and not a termination report, it is a "New Report" and the 'N' indicator is included in the Form Type (e.g. F3XN). If the Report Type is indicated as a "Termination Report", a 'T' indicator will be included in the Form Type (for quick identification purposes) UNLESS the 'A' amendment indicator supersedes the 'T' indicator.

Form types for schedules are a little more complicated - they indicate both the schedule and the line from the Summary Page of the cover form that the record relates to (e.g. SA15A).

FEC ID NUMBER - (FEC COMMITTEE ID NUMBER, FEC CANDIDATE ID NUMBER)

All references to “FEC ID NUMBER” indicate that the field contains a FEC assigned identification number. All committee ID numbers begin with a ‘C’ and all candidate ID numbers begin with: S (senate), H (house), P (presidential). All FEC id numbers are 9 characters long with no spaces.

House & Senate Candidate FEC ID codes have the following formats: H9ST999999, S9ST999999, and P999999999... (where the 1st Character is H=House, S=Senate, P=Presidential, and the 3rd & 4th characters of House & Senate codes are the 2-letter State Code, and the remaining parts of all codes are numeric).

Committee FEC ID codes consist of the letter C=Committee in the first position, followed by 7 digits, followed by a 'check-digit' in the 9th position.

This document has been changed to include more detail and to insure consistency.

For example, in Form 1, the line:

2. FILER FEC CMTE ID (A/N-9)
(reflects that only committees will file the document.)

Please note, certain lines will have identifying words included; these exist **only** to aid in identifying the type of committee included in the field. For example:

FEC COMMITTEE ID NUMBER (<i>PCC</i>)	(A/N-9)
FEC COMMITTEE ID NUMBER (<i>AUTH</i>)	(A/N-9)

ENTITY TYPE – ENTITY TYPE

The correct Entity Type must be used (IND, CCM, COM...) (also see Appendix)

COMMITTEE NAME - COMMITTEE NAME

All committee names are a maximum of 90 characters long.

ORGANIZATION TYPE - ORGANIZATION TYPE

The FEC interest group codes match the boxes on the form exactly.

Options are: 'C', 'T', 'L', 'M', 'V', 'W'. (also see Appendix)

AFFILIATED RELATIONSHIP CODE – (Section 6 of Statement of Organization {F1 & F1S})

Defines how the Affiliated committee relates to the Committee filing the Statement of Organization.

Options are: ORG = Connected Organization; AFF = Affiliated Committee; LPS = Leadership PAC Sponsor
JFR = Joint Fundraising Representative.

FILER CODE – (24-Hour Notice of Disbursements {F9})

Code describes the type of Committee/Organization making the Communications Expenditure.

Options are: IND = Individual; UNO = Unincorporated Org; QNC = Qualified Nonprofit Under CFR 114.10; CLQ = Corp, Labor or QNC under CFR 114.15; OTH = Other, specify ...

CANDIDATE NAME - CANDIDATE NAME

All candidate names are a maximum of 38 characters long.

Starting with Version 5.1, Candidate Name on Form 2 can be a maximum of 90 characters apportioned among 5 new fields: Last Name (30-chars); First Name (20-chars); Middle Name (20-chars); Prefix (10-chars and Suffix (10-chars). The old 38-character field in position #3 is no longer used in Version 5.1.

STREET ADDRESS 1/2 - STREET 1, STREET 2

All street addresses are a maximum of 34 characters long.

If only one line of street address is given, it should be coded in Street 1, and Street 2 should be blank.

CITY - CITY

All city indicators are a maximum of 18 characters long.

STATE CODE - STATE / ELECTION STATE

All state indicators are 2 character codes. The Appendix includes a listing of special state codes. State codes referring to addresses are indicated by STATE, references to the state in which a candidate is running are referred to as ELECTION STATE.

ZIP CODE - ZIP

All zip codes are 9 characters long, four trailing spaces are acceptable.

DATES - DATE

All dates are eight numeric characters. The dates are in the format YYYYMMDD. In this document, many dates are followed by identifiers such as: DATE (OF CONTRIBUTION).

AMOUNTS

Amount fields are 12 characters maximum. They must be numeric (with two exceptions). A leading minus (-) sign is used to indicate negative amount values. If an amount is dollars and cents, an explicit decimal point (.) must be imbedded with 2 numeric decimal positions following the point. Amounts that do not have an explicit decimal are treated as whole dollar amounts.

RATES

Interest rates are generally coded as numeric amounts, however up to 15 characters of text is acceptable on Schedule C, where rates can be expressed in terms such as "Prime + 1%" for example. If the rate is expressed as a percentage then it must be coded as a 4-digit percent (i.e. 4 decimal places with an explicit, leading decimal point). For example: .0500 or .0865 is interpreted as 5% or 8.65%. A value of 100% must be expressed as a rate with a coded value of 1.000.

The maximum field length for "text" rates is 15 bytes.

The minimum/maximum field length for numeric rates is exactly 5 bytes.

INDIVIDUAL'S NAMES - IND/NAME

Handling of Names of Individuals on all Forms and Schedules (version 6.x);

Names of individuals are to be encoded into five (5) separate new fields that have been added to all Form and Schedule layouts. A name of an individual is apportioned among the fields: Last Name (30-chars); First Name (20-chars); Middle Name (20-chars); Prefix (10-chars) and Suffix (10-chars) to a theoretical maximum of 90 characters. Caret (^) delimited fields are no longer used for individual names.

INDIVIDUAL'S EMPLOYER - INDEMP

All individual employer fields are now a maximum of 38 characters.

INDIVIDUAL'S OCCUPATION - INDOCC

Previously in this document the individual occupation field was listed at 34 characters. It has been changed so that all individual occupation fields are now a maximum of 38 characters. The original logic was that the disclosure database contains 35 character names.

CANDIDATE OFFICE - CAN/OFF

The candidate office field is a one character alpha code; 'H' represents house, 'S' represents senate, and 'P' represents presidential.

CANDIDATE DISTRICT - CAN/DIST

Candidate districts consist of two numeric characters. The only acceptable responses are blank, and 00 through 99.

PARTY DESIGNATIONS - PTY/CODE

Candidates and some committees declare their party affiliations. This should be a three character code and is optional in all cases. A full list of these party codes is included in the Appendix.

TELEPHONE NUMBER - TELEPHONE

Telephone numbers, when reported contain 10 numeric characters.

REPORT CODE - RPTCODE

Report code consists of three alpha-numeric characters. The acceptable report codes are included in the Appendix.

ELECTION TYPE (COVER FORMS / REPORTS) - RPTPGI

Election types, when referring to the basic reports, can only indicate elections within the election cycle that is being reported. Therefore the only acceptable responses are: 'C', 'G', 'P', 'R', 'S' & 'E'. A full list of these codes is listed in the Appendix.

ELECTION TYPE (ITEMIZED / SCHEDULES) - ITEM-ELECT-CD

In reference to the individual transactions reported on the various schedules, election types indicate elections within the election cycle that is being reported and past and future elections. See Appendix.

If Other is coded, the ITEM-ELECT-OTHER description must also be coded.

Starting with Version 5.1, Election Type/Description fields are also included on F57 Schedule of Independent Expenditures which is part of Form 5 (F5) filings.

CONVENTION COMMITTEE TYPE -CONVENTION TYPE

Form 4 gives a selection for type of convention committee. The choices are: Arrangements, Host and Other. Included is a 40 character area for a description of the "Other".

COMMUNICATION COSTS SUPPORT/OPPOSE - 24F/24N

Communication costs may be reported on Form 7. The support/oppose value is identified as 24F and 24N on the FEC's database. Data may be represented by either the 24F/24N values or with S/O coding. Data translation is done by equating 'S' with '24F' and 'O' with '24N'.

INDEPENDENT EXPENDITURES SUPPORT/OPPOSE - 24A/24E

Communication costs may be reported on Schedule E and Form 5. The support/oppose value is identified as 24A and 24E on the FEC's database. Data may be represented by either the 24A/24E values or with S/O coding. Data translation is done by equating 'S' with '24E' and 'O' with '24A'.

MEMO ENTRY- MEMO

Many itemized transactions have a Memo entry to allow the filers to provide a more complete description of the activity. Maximum 100 characters. **Memo Text** is available on itemized amounts on Schedules A and B - amounts which are totaled and carried back to the Summary Page of the filing. In addition a **Memo Code** indicates that the amount is NOT to be included in the itemization total.

YES/NO BOXES - YESNO

Several Forms and Schedules contain yes/no boxes, the questions are generally different for each form and can determine the need for further response in another field. Unless otherwise noted, Check Boxes are evaluated to be "checked" or "empty" based on the data content of the related field in the Comma-Separated-Value (CSV) file.

Box = "Checked" when CSV value is 'X', 'Y', '1' or 'T' (value 'X' is preferred)

Box = "Empty" when CSV value is blank, 'N', '0' or 'F' (space or null is preferred)

TRANSACTION IDENTIFIERS (TRAN_ID)

Transaction Identifiers {TRAN_ID} are required on every schedule itemization record.

For all new items, the TRAN_ID must contain a unique value that will be used by the Agency's database to point to that particular item. It must be a value that is unique among all items within a group of reports comprised of original and all associated amendments.

Tran ID: A unique identifier permanently associated with each itemization or transaction appearing in an FEC electronic file. If a given itemization appears in more than one schedule, (e.g. an in-kind contribution is reported on both Schedule A and Schedule B) then the Tran ID associated with that itemization must have different values for that single item among the various schedules. However, all Tran IDs of itemizations appearing in any amending report must match the Tran IDs first used for those same itemizations in the original report.

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

Filers will assure that submitted Tran IDs are unique. To do this, filers cannot use the case status of alpha characters as a method to establish uniqueness for Tran IDs.

Filers must use a method of creating Tran IDs, where the codes are unique, whether or not, the alpha characters in the code series are presented in upper or lower case. For example, each code in the code series: AZ123; AZ124; AZ125; AZ126 is unique whether the alpha characters in each code are in caps or in lower case.

The following is an example of what is not allowed: The codes in the following series use case status to provide uniqueness: Aa123; aa123; aA123; and AA123. This approach is not permitted. If alpha characters in these codes were changed to all caps or all lower case, the four IDs would be identical.

This Tran ID coding requirement will first apply to new/original v5.3 reports. For a limited time, amended reports will be validated with the former less restrictive Tran ID edits.

SYSTEM ACCOUNT CODE (Used as a link between Schedule A & B itemizations with Schedules I & L)

Forms I & L are used for reporting contributions to, and expenditures from, nonfederal accounts. One Form (schedule) is used for each account. Schedules A and B are used to supply itemized detail for line items on Schedules I & L. The computerized link between Schedules A & B and Schedules I & L is a field described as "System code for account named in Field #_". *As with Transaction Identifiers described above, two or more System Account Codes coded with the same sequence of alphabetic characters (even if they differ in case), are treated as duplicates.* For example, Codes with values: Aa123; aa123; aA123; and AA123 will be treated as four duplicates.

RECEIPT LINE NUMBER (New field with Version 5.1)

Field on Schedule C (SC) record which indicates which line in the "Receipts" section of the Summary Page the loan amount is reported under - whether the loan is guaranteed by the candidate or "all other loans".

The question whether the loan is guaranteed by the candidate pertains to Form 3 (F3) and Form 3P (F3P) filings. Possible values for this field on F3 filings are: '13A' = Summary Page Line 13(a) and '13B' = Summary Page Line 13 (b). Values for F3P filings are '19A' and '19B'.

HEADER RECORDS

The first record of every electronic file that is submitted to the FEC must be an HDR record that precedes the main body of the ASCII delimited data. An example of a header record for an FEC filing is shown below.

Example of a Header Record:

Seq.	Field Desc	Type	Rule Reference
01	Record Type	A/N-3	Record Type. Value: <u>HDR</u>
02	EF Type	A/N-3	Electronic Filing Type Value: <u>FEC</u>
03	FEC Ver	A/N-8	FEC Version #. Value: <u>6.2</u>
04	Soft Name	A/N-90	Filer software name: <u>The Best Software!</u>
05	Soft Ver	A/N-16	Filer Software Version #: <u>5.7.56.4.67</u>
06	Rpt ID	A/N-16	If Amendment, FEC Report ID assigned to Original
07	Rpt Number	N-03	If Amendment, number (1-999) of the amending Report starting with Amendment #1 through #999
08	Comment	A/N-200	Comment

MEMOS NOTES & EXPLANATORY TEXT

Large bodies of text can be associated with forms, schedules and also with individual itemizations within schedules. A special TEXT record can be used in an FEC file to carry descriptive text as a string of characters not exceeding 4000 characters.

TEXT records can be associated with a filing's "cover" page, with a schedule/line number combination, and to one or more individual itemizations within a schedule. When the text record is related to an itemized transaction, **it does not replace the "Description/Purpose of Disbursement" field**. The text record is for reporting extra information beyond the required short description.

The layout of the TEXT record is described below:

<u>SEQ#</u>	<u>Field Name</u>	<u>Type</u>	<u>Description</u>
01	Record Type	A/N-4	Record Type Value: TEXT
02	Filer Committee ID	A/N-9	Committee (or Candidate) Filer ID Example: C00123456
03	Transaction ID	A/N-20	Unique transaction identifier for this record.
04	Back Reference Transaction ID	A/N-20	Used only when the text is related to an individual item within a schedule. The value contained in this field is the itemization's Tran ID value.
05	Back Reference Schedule/Form Name	A/N-8	Contains 'Form_Type' of a "Cover" Form (e.g. F3N, F3XA) or a Schedule (e.g. SA11AI, SB17, SC/10, SE,...) to which this text is related. Values: (F3N, F3PA, any schedule name) Only one text record may be related to the "Form_Type". Only one text record may be related to a Schedule/Line number combination (e.g. SA11C) and only one text record may be related to a single itemized transaction. If the value coded is not a legitimate form or schedule (e.g. F3N, F3XA, SA11AI, SB17, SC/10, SE,...), the text will not be associated with that form or schedule when rendered graphically or in print.
06	Text4000	A/N-4000	A string of unformatted text up to 4000 characters. (note: no tab, carriage return, line feed any other non-printable characters may be embedded within the string of text.)

Please note that electronic filings to the FEC which consist of free-form text (with separate lines, tabs, etc.) are filed as "Miscellaneous Text" (F99) filings.

CONSOLIDATED CANDIDATE COMMITTEE REPORTING WITH FORM 3Z – (F3Z)

F3Z records are used to report consolidated totals from all F3 filings prepared by Primary and related Authorized Candidate Committees. There must be one F3Z record for the Principal Candidate Committee's consolidated report, one or more F3Z records (one each) for Authorized Committees and one final F3ZT Totals record for the entire F3Z filing (attached to an F3 report) to be considered valid.

The line-items on each F3Z record must be accurate (e.g. Line 11E must equal Line 11A + 11B + 11C + 11D). The line-item amounts in the F3ZT Totals record must equal the sums of the corresponding line-items from all F3Z records (including the record for the Principal Candidate Committee and records for all Authorized Committees). Warnings are given when dollar amounts do not match.

Fields #2 (Filer's FEC ID#) and #3 (Filing Candidate Committee's Name) are the same on all F3Z records (including the F3ZT – Totals record), and must be the same as used in Fields #2 & #3 on the F3 Cover record.

Coverage From and Through Dates (Fields #4 and #5) are the same on all F3Z records (including the F3ZT – Totals record), and must be the same as used in Fields #16 & #17 on the F3 Cover record.

Fields #6 (FEC ID#) and field #7 (Committee Name) are used to carry the PCC ID# and Name (on the first F3Z record) and the ID#'s and Names of Authorized Committees on all subsequent F3Z records. The F3ZT – Totals record should not contain any values in Fields #6 and #7.

F3Z Record Layout of first 7 fields:

Seq.	Field Desc	Type	Rule Reference
01	FORM TYPE	A/N-4	F3ZT is a "totals" record
02	FILER COMMITTEE ID NUMBER (PCC)	A/N-9	Same as field #2 on F3 record
03	COMMITTEE NAME (PCC)	A/N-90	Same as field #3 on F3 record
04	COVERAGE FROM DATE	NUM-8	Same as field #16 on F3 record
05	COVERAGE THROUGH DATE	NUM-8	Same as field #17 on F3 record
06	COMMITTEE ID NUMBER (Auth)	A/N-9	First F3Z record: same as field #2 Auth Cmtte F3Z: ID# of Auth Cmtte F3ZT Totals Rec: must be blank
07	COMMITTEE NAME (Auth)	A/N-90	First F3Z record: same as field #3 Auth Cmtte F3Z: Name of Auth Cmtte F3ZT Totals Rec: must be blank

FILE LAYOUTS

(Electronic File Layouts are contained in a separate Excel spreadsheet named **FEC_Format_v6.2.xls**)

APPENDIX A

FEDERAL ELECTION COMMISSION CODES AND THEIR DEFINITIONS

Entity Type Codes

CAN	Candidate
CCM	Candidate Committee
COM	Committee
IND	Individual (a person)
ORG	Organization (not a committee and not a person)
PAC	Political Action Committee
PTY	Party Organization

Committee Types

Form F1, COMMITTEE TYPE

A	Principal Campaign Committee
B	Authorized Committee
C	Support/Oppose One Candidate (Not Authorized Committee)
D	National, State, or Subordinate Party Committee
E	Separate Segregated Fund
F	Support/Oppose more than One Fed Cand & Not Segregated Fund/Party

Form F1M, COMMITTEE TYPE

X	State Party (Party, Non-Qualified)
N	Other (Non-Party, Non-Qualified)

Form F4, COMMITTEE TYPE

A	Arrangements Committee
H	Host Committee
O	Other

Form F1 and Form F7, ORGANIZATION TYPE

C	Corporation
T	Trade Association
L	Labor Organization
M	Membership Organization
V	Cooperative
W	Corporation w/o capital stock

Candidate Office Types

H	HOUSE
P	PRESIDENTIAL
S	SENATE

Yes/No Check-boxes

Y	YES
N	NO

Single Check-box

X	"Checked"
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Election Code (A.K.A. Primary/General Indicator or PGI)

The EFO is aware that the paper forms allow only Primary, General, or Other, as an option for choosing the Election Code (PGI). However, when "Other" is appropriate, the electronic format can accommodate, and the FEC *prefers*, that the correct designating PGI is used. (Examples for "Other": Convention [C], Runoff [R], Special [S], Recount [E]).

As indicated here, and on transaction layouts, the election codes are the following:

Pccyy **P**Primary

Gccyy **G**General

Occyy **O**ther:

Cccyy **C**onvention

Rccyy **R**unoff

Sccyy **S**pecial

Eccyy Recount (**r**Ecount)

- Transactions designated for the Primary or General election must be dated with the relevant election year.

Example: **Election Code** "P2008"

Election Other Description "null data field"

- If the intent is to attribute the transaction to a future or past election period then the date in the Election Code should reflect that future or past election period followed by clarifying information in the Elections Other Description field.

Example: **Election Code** "P2006"

Election Other Description "Primary Debt 2006"

Note: In the past, filers have incorrectly provided (example) "O2008" and placed additional information in the Election Other Description field "Primary Debt 2006". In cases where the contribution is designated to a "Primary" or a "General" election the proper PGI should be used along with the relevant election year.

- If the Election Code is an "Other" option, data should be provided with the correct PGI followed by clarifying information in the Elections Other Description field.

Example: **Election Code** "S2008"

Election Other Description "Special-General 2008"

Support/Oppose Code

Form F3X, Schedule E, Support/Oppose Code

S	Support
O	Oppose

Form F5.7, Support/Oppose Code

S	Support	(also: SUP; 24E)
O	Oppose	(also: OPP; 24A)

Form F7.6, Support/Oppose Code

S	Support
O	Oppose

Communication Type & Category

Form F7.6, Communication Type

DM	<u>D</u> irect <u>M</u> ail
TP	<u>T</u> ele <u>p</u> hone
TM	<u>T</u> ele <u>g</u> ram
O	<u>O</u> ther

Form F7.6, Communication Category

E	<u>E</u> xecutive/Administrative Personnel
S	<u>S</u> tockholders
M	<u>M</u> embers

Debt Settlement / Type of Creditor

Form F8.2 & F8.3, Creditor Type

ICV	Incorporated Commercial Vendor
UCV	Unincorporated Commercial Vendor
CAN	Candidate
EMP	Committee Employee
OTH	Other Individual

Party Type

Form F1, Party Type

NAT	National Party
STA	State Party
SUB	Subordinate Party Organization

CODES RELATING TO "H" SCHEDULES

Schedule H3 (Event Type)

Post-BCRA codes: (Mandatory with Version 5 Filings)

AD = **A**dministrative;
GV = **G**eneric **V**oter Drive;
DF = **D**irect **F**undraising;
DC = **D**irect **C**andidate Support;
EA = **E**xempt **A**ctivities
PC = **P**ublic **C**ommunications Referring Only to Party (Made by PAC)

SCHEDULE H2, Allocation Ratios

N Ratio is {N}ew
R Ratio is {R}evised
S Ratio is {S}ame as previously reported

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Party Codes for Candidates and Committees

Form F1 and Form F2, Party Code

AIC	American Independent Conservative	
AIP	American Independent Party	
AMP	American Party	
APF	American PEOPLE'S FREEDOM PARTY	
CIT	Citizens' Party	
CMD	Commandments Party	(Removed)
CMP	Commonwealth Party of the U.S.	
COM	Communist Party	(Old Doc was "M")
CRV	Conservative Party	
CST	Constitutional	
D/C	Democratic/Conservative	
DEM	Democratic Party	
DFL	Democratic-Farm-Labor	
FLP	Freedom Labor Party	
GRE	Green Party	Added)
GWP	George Wallace Party	
HRP	Human Rights Party	
IAP	Independent American Party	(Added)
ICD	Independent Conserv. Democratic	
IGD	Industrial Government Party	
IND	Independent	
LAB	U.S. Labor Party	
LBL	Liberal Party	
LBR	Labor Party	
LBU	Liberty Union Party	
LFT	Less Federal Taxes	
LIB	Libertarian	
LRU	La Raza Unida	
NAP	Prohibition Party	
NDP	National Democratic Party	
NLP	Natural Law Party	
NNE	None	
OTH	Other	(Added)
PAF	Peace and Freedom	
PFD	Peace Freedom Party	
POP	People Over Politics	
PPD	Protest, Progress, Dignity	
PPY	People's Party	
REF	Reform Party	
REP	Republican Party	
RTL	Right to Life	
RUP	Raza Unida Party	(Removed / redundant with LRU)
SLP	Socialist Labor Party	
SUS	Socialist Party U.S.A.	
SWP	Socialist Workers Party	
THD	Theo-Dem	
TWR	Taxpayers Without Representation	(Removed)
TX	Taxpayers	(Old Doc was "TXT")
UNK	Unknown	
USP	U.S. People's Party	

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Report Codes

12C	Pre-Convention	
12G	Pre-General	
12P	Pre-Primary	
12R	Pre-Runoff	
12S	Pre-Special	
30G	Post-General	
30R	Post-Runoff	
30S	Post-Special	
60D	60 Day Post Convention of a Presidential Host Committee	
90D	90 Day Post Inaugural Report by an Inaugural Committee	
90S	Supplement to a 90D Inaugural Report	
M2	February Monthly	
M3	March Monthly	
M4	April Monthly	
M5	May Monthly	
M6	June Monthly	
M7	July Monthly	
M8	August Monthly	
M9	September Monthly	
M10	October Monthly	
M11	November Monthly	
M12	December Monthly	
MY	Mid-year Report	
Q1	April Quarterly	{One of 4 valid Report Codes on Form 5, RptCode}
Q2	July Quarterly	{One of 4 valid Report Codes on Form 5, RptCode}
Q3	October Quarterly	{One of 4 valid Report Codes on Form 5, RptCode}
YE	Year-end	{One of 4 valid Report Codes on Form 5, RptCode}
MYE	{Monthly} Year-end	{Used by F3X & F3P monthly filers}
TER	Termination Report	
24	24-Hour Report	{One of 2 valid 24/48 Hour Codes on Form 5}
48	48-Hour Report	{One of 2 valid 24/48 Hour Codes on Form 5}

Accepted Report Codes by Type of Filing:

<u>Form</u>	<u>Acceptable Report Code (or "Report Type" on F24 layout) values</u>
F24:	24; 48
F3:	Q1; Q2; Q3; YE; TER; MY; 12G; 12P; 12R; 12S; 12C; 30G; 30R; 30S
F3P:	Q1; Q2; Q3; YE; TER; 12G; 12P; 12R; 12S; 12C; 30G; M2-M12
F3X:	Q1; Q2; Q3; YE; TER; MY; 12G; 12P; 12R; 12S; 12C; 30G; 30R; 30S; M2-M12
F4:	Q1; Q2; Q3; YE; TER; 60D
F5#13:	Q1; Q2; Q3; YE {MY; 12G; 12P; 12R; 12S; 12C; 30G not valid after v5.3}
F5#26:	24; 48 {Form 5; Field #26 [24/48 Hour Code] valid values: 24 or 48}
F7:	Q1; Q2; Q3; YE; 12G
F13:	90D; 90S

Form Report Type (24Hour, 48Hour) codes:

F24	24 = 24 hour notice of coordinated expenditure, or 24 hour notice of independent expenditure
	48 = 48 hour notice of independent expenditure

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Itemized Transaction Codes (Schedules A & B)

15	Contribution
15C	Contribution from Candidate
15E	Earmarked Contribution
15F	Loans Forgiven by Candidate
15I	Earmarked Intermediary in
15J	Memo (Filers' % of Contrb Given to Jt FR)
15T	Earmarked Intermediary Treasury In
15Z	In-kind Contr Recvd from Reg. Filer
16C	Loans Received from the Candidate
16F	Loans Received from Banks
16G	Loan from Individual
16H	Loan from Candidate/Committee
16J	Loan Rep from Individual
16K	Loan Rep from Candidate/Committee
16L	Loan Rep Recvd from Unreg. Entity
16R	Loans Received from Reg Filers
16U	Loan Recvd from Unreg. Entity
17R	Contr Ref Rcvd from Reg Filer
17U	Ref/Reb/Ret Recvd from Unreg. Entity
17Y	Ref/Reb/Ret from Individual/Corporation
17Z	Ref/Reb/Ret from Candidate/Committee
18G	Transfer In Affiliated
18H	Honorarium Received
18J	Memo(Filer's % of Contrb Given to Jt FR)
18K	Contribution Recvd From Reg Filer
18S	Receipts from Sec of State
18U	Contribution Recvd from Unreg.
20C	LOAN Repayments Made to Candidate
20F	LOAN Repayments Made to Banks
20G	LOAN Repayments Made to Individual
20R	LOAN Repayments Made to Reg Filer
22G	Loan to Individual
22H	Loan to Candidate/Committee
22J	Loan Rep to Individual
22K	Loan Rep to Candidate/Committee
22L	Loan Rep to Bank
22R	Contrib Refund to Unreg. Entity
22U	Loan Repaid to Unregistered Entity
22X	Loan made to Unregistered Entity
22Y	Contribution Ref to Individual
22Z	Contribution Ref to Candidate/Committee
24A	Independent Expenditure Against
24C	Coordinated Expenditure
24E	Independent Expenditure for
24F	Commun Cost for Candidate (C7)
24G	Transfer Out Affiliated
24H	Honorarium to Candidate
24I	Earmarked Intermediary Out
24K	Contribution made to Non-affiliated
24N	Commun Cost Against Candidate (C7)
24P	Contrib made to Possible Candidate
24R	Election Recount Disbursement
24T	Earmarked Intermediary Treasury Out
24U	Contribution Made to Unregistered
24Z	In-kind Contrib Made to Reg. Filer

Category {of disbursement} Codes (Sched F57; F93; SB; SE; SF; H4 & H6)

Starting with FEC Format 5.0, new disbursement codes were created. They serve to better categorize disbursements than the "Transaction Codes" described above. Category Code fields are now defined on disbursement record layouts: F57; SB; SE; SF; H4; and the new F93 & H6.

Disbursement Category Codes (001 – 012) are for use by any non-Presidential filing committee:

- 001 Administrative/Salary/Overhead Expenses** (e.g., rent, staff salaries, postage, office supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)
- 002 Travel Expenses** - including travel reimbursement expenses (e.g., costs of commercial carrier tickets; reimbursements for use of private vehicles, advance payments for use of corporate aircraft; lodging and meal expenses incurred during travel)
- 003 Solicitation and Fundraising Expenses** (e.g., costs for direct mail solicitations and fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)
- 004 Advertising Expenses** -including general public political advertising (e.g., purchases of radio/television broadcast/cable time, print advertisements and related production costs)
- 005 Polling Expenses**
- 006 Campaign Materials** (e.g., buttons, bumper stickers, brochures, mass mailings, pens, posters, balloons)
- 007 Campaign Event Expenses** (e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to door get-out-the-vote efforts and driving voters to the polls)
- 008 Transfers** (e.g., to other authorized committees of the same candidate)
- 009 Loan Repayments** (e.g., repayments of loans made/guaranteed by the candidate or other person)
- 010 Refunds of Contributions** (e.g., contribution refunds to individuals/ persons, political party committees or other political committees)
- 011 Political Contributions** (e.g., contributions to other federal candidates and committees, donations to nonfederal candidates and committees)
- 012 Donations** (e.g., donations to charitable or civic organizations)

Disbursement Category Codes (101 – 107) are for use ONLY by Presidential filing committees:

- 101 Expenses that are not Allocable**
- 102 Media Expenditures**
- 103 Expenditures for Mass Mailings** and other Campaign Materials (e.g., buttons, bumper stickers, brochures, mass mailings, pens, posters, balloons)
- 104 Overhead Expenditures of State Offices** and their Facilities (e.g., rent, staff salaries, postage, office supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)
- 105 Expenditures for Special Telephone Programs**
- 106 Public Opinion Poll Expenditures**
- 107 Fundraising Expenditures** (e.g., costs for direct mail solicitations & fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)

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STATE CODES

AA	Armed Forces Americas
AE	Armed Forces Europe
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
PW	Palau
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming
ZZ	Foreign Countries

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Valid RECORD TYPE (field #1) codes for Schedules SA, SB, SC and SD depending on kind of Filing {F3, F3X, F3P, F4, F9}

F3 filings:

SA{line number}: 'SA11AI', 'SA11B', 'SA11C', 'SA11D', 'SA12',
 'SA13A', 'SA13B', 'SA14', 'SA15'
SB{line number}: 'SB17', 'SB18', 'SB19A', 'SB19B', 'SB20A', 'SB20B',
 'SB20C', 'SB21'.
SC{line number}: 'SC/9', 'SC/10'
SC1{line number}: 'SC1/9', 'SC1/10'
SC2{line number}: 'SC2/9', 'SC2/10'
SD{line number}: 'SD9', 'SD10'

F3X filings:

SA{line number}: 'SA11AI', 'SA11B', 'SA11C', 'SA12', 'SA13',
 'SA14', 'SA15', 'SA16', 'SA17', 'SA18',
 {'SASI1' for Sched I filers},
 {'SASL1A', 'SASL2' for Sched L filers}.
SB{line number}: 'SB21B', 'SB22', 'SB23', 'SB26', 'SB27', 'SB28A',
 'SB28B', 'SB28C', 'SB29',
 {'SBSI2', 'SBSI3', 'SBSI4', 'SBSI5' for Schedule I filers},
 {'SBSL4A', 'SBSL4B', 'SBSL4C', 'SBSL4D', 'SBSL5' for
 Schedule L filers}.
SC{line number}: 'SC/9', 'SC/10'
SC1{line number}: 'SC1/9', 'SC1/10'
SC2{line number}: 'SC2/9', 'SC2/10'
SD{line number}: 'SD9', 'SD10'

F3P filings:

SA{line number}: 'SA16', 'SA17A', 'SA17B', 'SA17C', 'SA17D', 'SA18',
 'SA19A', 'SA19B', 'SA20A', 'SA20B', 'SA20C', 'SA21'.
SB{line number}: 'SB23', 'SB24', 'SB25', 'SB26', 'SB27A', 'SB27B',
 'SB28A', 'SB28B', 'SB28C', 'SB29'.
SC{line number}: 'SC/11', 'SC/12'
SC1{line number}: 'SC1/11', 'SC1/12'
SC2{line number}: 'SC2/11', 'SC2/12'
SD{line number}: 'SD11', 'SD12'

F4 filings:

SA{line number}: 'SA13', 'SA14A', 'SA15B', 'SA15', 'SA16A', 'SA16B',
 'SA17A', 'SA17B', 'SA18A', 'SA18B', 'SA19A', 'SA19B'.
SB{line number}: 'SB21A', 'SB21B', 'SB22', 'SB23A', 'SB23B', 'SB24A',
 'SB24B'.
SC{line number}: 'SC/9', 'SC/10'
SD{line number}: 'SD9', 'SD10'

APPENDIX B

VALIDATION MESSAGES

(Validation messages are assigned levels 4, 8, 12, & 16, depending on severity. Filings with validation "Error" messages at level 8 or above are not accepted by the FEC. Level-4 "warnings" are considered to be a "heads up" suggesting that information is usually required or assigned a specific value, but you should consult the official FEC user guide, or consult an FEC analyst to assess the exact nature of the problem.)

Error messages generated by FECHECK6

Error messages are presented in the layout shown below:

```
Form{Item}:  FormName      {A Name or other identifying info from a Schedule}
Field Name:  Field#        Field's descriptive name
Error Level  Error/Warning Message ...
```

```
Where "Error Level" = Warning      (when numeric error level = 04)
                   = *Error*      (when numeric error level = 08, 12 or 16)
```

Level 16 Errors

<u>Level</u>	<u>Error Message</u>
---------------------	-----------------------------

16	HDR record must be First in File
16	"Cover" (eg. F3A, F3XN, ...) must be 2nd in File
16	Filing must be an "FEC" Type of filing
16	Filing Format must be FEC Version 6.2
16	Amended filing must have an ID of the "Original"
16	Amended filing must have an "Amendment Number"
16	Header (HDR) inconsistent with Orig/Amend status
16	Unrecognized Form Type / Record Ignored
16	Schedule does not belong with Form ____
16	Validation Terminated! - Over 32,000 Problems Found!

Level 12 Errors

Level Error Message

- 12 ID# _____ NOT Correct FEC ID# Format
- The format of an FEC ID# depends on whether it belongs to a Committee or a Candidate.
- Committee IDs are 9-characters formatted as C2345678x where 'x' is a Check-Digit. The first character is a 'C' and positions 2 through 7 must be numeric.
- Candidate IDs are 9-characters with formats (H2ST56789, S2ST56789, P23456789) that vary depending on whether the candidate is running for House, Senate or President (or Vice-Pres.). The first character identifies the type of office the candidate is seeking. If House or Senate, the 3rd and 4th characters are the 2-character state code of the House or Senate seat.
- 12 ID# _____ NOT SAME AS Cover Page ID# _____
- This message used whenever a field #2 of any schedule record has a legitimate FEC ID# coded, but it does not match the ID# of the Committee submitting the report as coded on the Cover Page.
- 12 Report Type is Missing or Invalid
- 12 {field} exceeds maximum length of ____
- 12 {field} is Required, but field is Empty
- 12 Multi-Form Filings are NOT Allowed
- Only one Form can be filed electronically at one time.
- 12 Extraneous data follows last field
- 12 Invalid double-quote surround text field
- 12 Illegal character(s) found in text field

Specialized, limited use, Level-12 Error Messages

- 12 Illegal character(s) found in text line #____
- (Used with F99 filings only)
- 12 Body of text exceeds maximum of 20,000 characters
- (Used with F99 filings only)

Level 8 Errors

Level Error Message

08 Embedded double-quotes (") not allowed

08 Leading Blanks {e.g. " TEXT"} not allowed

08 Bad Date - _____ not YYYYMMDD format

 If not an 8-digit value beginning with 19 or 20.

08 _____ is not a Real Date

 If 8-digit format, but not an actual date in the calendar.

 For example, February 30, 2002 {"20020230"} is not a real date.

08 Invalid Amount format: _____

08 Non-numeric data in Numeric Field

08 ____ is an Invalid Year (CCYY) Format

08 Wrong Report Type for this Form

08 District "__" is not 2-digit Numeric format

08 Tran ID is NOT UNIQUE - This one is same as other(s)

08 No Match Found for Back-Reference to Schedule/Tran ID

 Back/Cross Reference to a Schedule and specific Tran ID cannot be found.

08 No Schedules have been provided with Filing ____

 If any F24, F5, F6, F7, F8, F9, F10 of F13 filing is not accompanied by one-or more schedules, then this message is produced. It is issued as an Error (level-8) Message with F24, F6, F9 and F10 filings. It is reduced to a Warning (level-4) for F5, F7, F8 and F13 filings.

Specialized, limited use, Level-8 Error Messages

- | | | |
|----|--|-----------------------------|
| 08 | Schedule H1 contains Redundant Sections | (Used with H1 filings only) |
| 08 | Invalid Rate format: _____ | (Used with H1 & H2 forms) |
| 08 | Admin H3 Reference TranID should match the TranID

The cross-reference Tran ID of an "AD" Admin H3 record must match the Tran ID {Field #3} of that H3 record. | (H3 forms only) |
| 08 | Activity {___} Invalid - OK Vals: [AD GV DF DC EA PC] | (H3 forms only) |
| 08 | Database Account# does not link to any Schedule I | (SA & SB forms) |
| 08 | Database Account# does not link to any Schedule L | (SA & SB forms) |
| 08 | F3Z-1 Report Type [____] is invalid (use J30 or D31) | (F3 filings) |
| 08 | 24/48-hour code must be "24" or "48" not "___" | (F5 filings) |
| 08 | C7 committees only file F7 reports

Any non-F7 report cannot be filed by a committee with a "C7" FEC ID#. | (All except F7 filings) |
| 08 | An FEC "C9xxxxxxx" ID must be used to file Form 5 | (F5 filings) |
| 08 | An FEC "C7xxxxxxx" ID must be used to file Form 7 | (F7 filings) |
| 08 | An FEC "C3xxxxxxx" ID must be used to file Form 9 | (F9 filings) |
| 08 | Filing must have [BEGINTEXT] followed by text | (F99 filings only) |
| 08 | Text is NOT bracketed by [BEGINTEXT] & [ENDTEXT] | (F99 filings only) |

Level 4 Warnings

Level Warning Message

- 04 Entity Type [____] is not an acceptable value
- 04 Conditionally Required field is Empty
- This message is given when a field is "sometimes required" depending on the value of other fields.
 Usually issued as a Warning (level-4) message, but at times may be issued as an Error (level-8) message
 (e.g. when a first and last name is conditionally required).
- 04 ____{date}__ is outside range of 1960-2099
- 04 Subtotal {_____} not supported by other lines
- 04 Subtotal {_____} not supported by Schedule ____
 FYI --> {_____} accumulated on Schedule ____
- 04 Election Code invalid: ____ {description}
- 04 Election Code missing: ____ {description}
- 04 Street Address is Missing
- 04 Single-line Address NOT in 1st delimited field
- 04 ____ not a valid 2-character USPS State Code
- 04 Zip Code is Invalid or Missing / Zip = _____
- 04 Invalid Area Code/Phone Number: _____
- 04 Office Code "_" Invalid (Valid Codes: H, S, P)
- 04 Committee Type "_" is Invalid for this form
- 04 Organization Type "_" is Invalid for this form (New Ver 6.1)
- 04 ____ not a valid 3-character Party Code
- 04 ____ not a valid Party Type (NAT, STA, SUB)
- 04 ____ not a Valid Itemized Transaction
- 04 ____ not a valid 3-digit itemized Category Code
- (These messages refer to Expenditure (Schedule B) Transaction and Category Codes.)
- 04 Value "_" is Invalid for this Yes/No field
- 04 Value "_" is Invalid for "Checkbox=X" field
- 04 Superfluous Data in field not used with this Filing
- 04 Invalid reference to Summary Page Receipts Line#

Specialized, limited use, Level-4 Warning Messages

04	Choose one or more "Ratios Apply..." checkboxes	(used on H1)
04	Choose either flat or specified allocation ratios	(used on H1)
04	Federal/Nonfederal Percents not = 100%	(used on H1 & H2)
04	Ratio Code "_" Invalid (Valid Codes: N, R, S)	(used on H2)
04	Some H3 Transfer \$ Aggregates not equal Dollar Total	(used on H3)
04	H5 Transfer Total not equal sum of Dollar Breakdowns	(used on H5)
04	Select only one checkbox among this group	(used on H4 & H6)
04	Choose one (1) Activity/Event allocation code	(used on H4 & H6)
04	Total Amt not equal sum of Federal & NonFed Shares	(used on H4)
04	Total Amount not equal sum of Federal & Levin Shares	(used on H6)
04	Sup/Opp Code "___" Invalid (Valid Codes: S, O)	(used on SE, F57 & F76)
04	Communication Code "___" Invalid. (Valid: DM, TP, TM, O)	(used on F76)
04	Communication Target "_" Invalid. (Valid: E, S, M)	(used on F76)
04	___ Invalid Creditor (ICV, UCV, CAN, EMP, OTH)	(used on F82 & F83)
04	Cycle Total not = {Prev Aggregate + Report Total}	(F10 Filings)
04	Net Donations not equal sum of Receipts - Refunds	(F13 Filings)
04	F99 filing categorization code {___} is not valid	(used on F99 filings)
04	Duplicate Accounts on two or more Schedule I found	(used on SI)
04	Duplicate Accounts on two or more Schedule L found	(used on SL)
04	F3Z Primary Committee Name Not Equal F3 Filer Name	(F3Z w/ F3 filings)
04	F3Z Coverage Date Not Equal F3 Coverage Date	(F3Z w/ F3 filings)
04	Valid F3Z filing has 1 PCC, 1+ Auth & 1 Totals Form	(F3Z w/ F3 filings)
04	Affiliation/Relation Code "___" is not valid	(F1 Filings – v6.2)
04	Corporation Type Code "___" is not valid	(F9 Filings – v6.2)

APPENDIX C

Valid Schedules and Summary Page Line Numbers for various FEC Forms

Form 3

SA + [11AI; 11B; 11C; 11D; 12; 13A; 13B; 14; 15]
SB + [17; 18; 19A; 19B; 20A; 20B; 20C; 21]
SC + [/9; /10]
SC1 + [/9; /10]
SC2 + [/9; /10]
SD + [9; 10]

Form 3X

SA + [11AI; 11B; 11C; 12; 13; 14; 15; 16; 17; 18; SI1; SL1A; SL2]
SB + [21B; 22; 23; 26; 27; 28A; 28B; 28C; 29; SI2; SI3; SI4; SI5; SL4A;
SL4B; SL4C; SL4D; SL5]
SC + [/9; /10]
SC1 + [/9; /10]
SC2 + [/9; /10]
SD + [9; 10]
SE
SF
H1
H2
H3
H4
H5 {new BCRA form}
H6 {new BCRA form}
SI
SL {new BCRA form}

Form 3P

SA + [16; 17A; 17B; 17C; 17D; 18; 19A; 19B; 20A; 20B; 20C; 21]
SB + [23; 24; 25; 26; 27A; 27B; 28A; 28B; 28C; 29]
SC + [11; 12]
SC1 + [/11; /12]
SC2 + [/11; /12]
SD + [11; 12]

FORM 4

SA + [13; 14A; 15B; 15; 16A; 16B; 17A; 17B; 18A; 18B; 19A; 19B]
SB + [21A; 21B; 22; 23A; 23B; 24A; 24B]
SC + [/9; /10]
SC1 + [/9; /10]
SC2 + [/9; /10]
SD + [9; 10]

FORM 24

SE
SF

FORM 5

F56
F57

FORM 6

F65

FORM 7

F76

FORM 8

F82
f83

FORM 9

F91
F92
F93
F94

FORM 10

F105

FORM 13

F132
F133

An Error Message “Schedule does not belong with Form ____” is given whenever a schedule not associated with a filing form, as listed above, is encountered.

Forms F24 and F6, F9 and F10 must have at least one schedule included with a filing, otherwise an Error-level Message “No Schedules have been provided with Filing ____” is issued.

Forms F5, F7, F8 and F13 must have at least one schedule included with a filing, otherwise an Warning-level Message “No Schedules have been provided with Filing ____” is issued.

APPENDIX D

Modifications to Version 6.2 ".FEC" Format

Summary of Modifications made to FEC Version 6.1 creating FEC Format Version 6.2

Changes to **Form 1** and **Form 9** necessitate modifications to the electronic filing formats for those forms. A new requirement that the committee name for donors and recipient beneficiaries be identified results in a modification to electronic formats for **Schedule A and B**. **Schedule C** has a new code for indicating whether a loan is from “personal funds”. Details about version 6.2 format changes are enumerated below:

- 1) HDR – Header record in electronic filing
 - Field #3 – FEC Format Version Number must be ‘6.2’
- 2) Form 1 – Statement of Organization
 - F1 layout field locations renumbered with 3 fields added and 2 fields deleted. Version 6.2 layout has 90 fields {version 6.1 had 89 fields}.
 - F1; Field #21 – Committee Type has two additional code values: ‘G’ = Joint Fundraising Representative for 2 or more political committees {at least one of which is authorized}; and ‘H’ = Joint Fundraising Representative for 2 or more political committees {none of which is an authorized committee}.
 - F1; Field #33 – 5(e) Organization Type added. This new field is used to identify the type of organization [C=Corporation; T=Trade Association; L=Labor Org; M=Membership Org; V=Cooperative; W=Corp w/o Capital Stock] when Type of Committee in section 5 is a Political Action Committee (PAC) that is a Type “e” Separate Segregated Fund.
 - F1; Field #34 – 5(f) Leadership PAC added. New check box field indicates if a type “f” Support/Oppose committee is a “Leadership PAC”.
 - F1; Section 6 Relationship Description and Organization Type fields removed. {The Organization Type field is now used in Section 5(e) to describe the Segregated Fund PAC.}
 - F1; Field #42 – 6. Affiliated Relationship Code added. This new 3-character code is used to identify how the Connected/Affiliated Committee is related to Committee that is filing the F1 Statement of Organization [ORG=Connected Organization; AFF=Affiliated Committee; LPS=Leadership PAC Sponsor; JFR=Joint Fundraising Representative]. If coded in error, a level-4 message: ‘Affiliation/Relation Code "value" is not valid’ is generated.
 - F1S layout field locations renumbered with 3 fields added and 2 fields deleted. Version 6.2 layout has 30 fields {version 6.1 had 29 fields}.
 - F1S; Fields #3 – Joint Fundraising Participant (JFP) Name and #4 JFP FEC ID# added. **Each Committee Participating in a Joint Fundraiser (section 5 of Form 1) is coded on a separate F1S record.** {This differs from Affiliated, Agent and Bank information where the first few iterations are coded on the F1 record.}

- F1S; Section 6 Relationship Description and Organization Type fields removed.
 - F1S; Field #12 – 6. Affiliated Relationship Code added. This 3-character code is used to identify how the Connected/Affiliated Committee is related to Committee that is filing the F1 Statement of Organization [**ORG**=Connected Organization; **AFF**=Affiliated Committee; **LPS**=Leadership PAC Sponsor; **JFR**=Joint Fundraising Representative]. If coded in error, a level-4 message: ‘Affiliation/Relation Code "value" is not valid’ is generated.
- 3) Form 9 – 24-Hour Notice of Disbursements/Obligations for Electioneering Communications
- F9 layout field locations renumbered with 2 fields added and 1 field deleted. Version 6.2 layout has 44 fields {version 6.1 had 43 fields}.
 - F9; Qualified Non-profit check box field removed.
 - F9; Field #22 – Filer Code added. The new 3-character code is used to identify the type of individual or business making the disbursement or creating the obligation for electioneering communications. Possible values are: IND = Individual; UNO = Unincorporated Org; QNC = Qualified Nonprofit Corp {under 11 CFR 114.10}; CLQ = Corp, Labor Org or QNC {under 11 CFR 114.15}; or OTH = “Other”. If coded in error, a level-4 message: ‘Corporation Type Code "value" is not valid’ is generated.
 - F9; Field #23 – Filer Code Description added. A description is required if the Filer Code is “OTH” – Other.
- 4) Schedule A – Itemized Receipts
- SA layout field locations renumbered with 1 field added. Version 6.2 layout has 47 fields {version 6.1 had 46 fields}.
 - Added {inserted} field #29 Donor Committee Name. Clarified instructions in layout that when a donor is a Candidate Committee, PAC or Party, then both Donor Committee FEC ID and Donor Committee name must be included in fields #28 and #29.
- 5) Schedule B – Itemized Disbursements
- SB layout field locations renumbered with 1 field added. Version 6.2 layout has 46 fields {version 6.1 had 45 fields}.
 - Added {inserted} field #28 Beneficiary Committee Name. Clarified instructions in layout that when a payee is a Candidate Committee, PAC or Party, then both Beneficiary Committee FEC ID and Beneficiary Committee name must be included in fields #27 and #28. {Beneficiary refers to the Candidate/Committee that benefits from the payment made to the “payee” named in field #7 Payee Organization Name.}
- 6) Schedule C - Loans
- SC layout field locations renumbered with 3 fields added. Version 6.2 layout has 38 fields {version 6.1 had 35 fields}.
 - Added {inserted} field #26 YES/NO (Personal Funds).
 - Added {appended} fields #37 & #38 Memo Code and Memo Text/Description.

7) Forms 3X & 3P

- Separate codes are used to distinguish between monthly filers and quarterly filers when they are filing Year-End reports.
 - Quarterly filers of Year-End reports will continue to code Report Type = 'YE'.
{No change from current practice}
 - Monthly filers of Year-End reports should now code Report Type = 'MYE'.
{This allows print rendering to show the X in the proper box on the form.}

8) Schedule H3 – Transfers from Non-Federal Accounts

- Added notation to the layout to clarify that H3 records for all Event Types must have a Back Reference Tran ID (field #4) that points to the Transaction ID (field #3) of the ADministrative H3 record. {One AD record is required and any number of "non-AD" records are optional.}
- Filings with H3 records where the Back-reference Tran_ID of any "non-ADmin" record points to itself are not valid and when such instances occur, they are flagged as Errors.)

Summary of Changes From FEC Version 5.3 Format to Version 6.1 Format

➤ Version: 6.0 (not released) ◀

1) Delimiters

- Field delimiters are ASCII “Field Separator” (FS) {binary 28; hex ‘1C’} characters. Commas no longer used as field delimiters! Text fields may be surrounded with double-quote characters, however they are no longer necessary nor are they recommended.

2) Layout field orders

- All but 2 record layouts (F3PS & F3Z) have been changed. Unused fields (many denoted as “Space Holders” in recent releases of FEC formats) have been dropped.
- All schedule record “Transaction ID Numbers” have been repositioned to field #3.
- All Name fields for individual persons are parsed into 5 separate fields.
- Fields which were added to the end of layouts in previous versions have now been repositioned with the data-groups to which they belong.

3) Record Types

- Record types: F8II, F8III, SA11A1, SAF92, SBF93 and SE24 have been changed to: F82, F83, SA11AI, F92, F93, and SE respectively.

4) Required Data

- There are many instances where data that was optional in previous versions is now Required data. Software vendors should carefully review the detailed form/record layouts in document named FEC_Format_v6.1.xls to make sure your filing software collects and reports required filing information.

5) Validation Program (FECheck6)

- The “command line” version of the file validation program named FECheck6 has been modified to accept a second parameter which can be used to assign a drive, path, and filename for the output Message file. If used, the drive/path in the second parameter is also used for the location of temporary work files and the optional unformatted message files.

Version 6.1 Vendor Package Module Changes:

FECcheck6 - Validation module modified to support format changes as described above.

- No longer uses DLL runtime files: cblrtss, cblvios & msvert.
- District Code fields require two digits {e.g. 01, 09, 12...etc}
- Forms F24, F4, F5, F6, F7, F8, F9, F10, & F13 produce either warning or errors when filed without their appropriate schedule transactions.
- Schedule C Receipt Line number field validates for appropriate value based on Report Type.
- Filing Committee ID must correspond to Report Type {i.e. F5 requires a "C3..." Filing ID}.
- Sch C transactions now warn against null values in Interest Fields.
- Sch B transactions with Payee Entity Types of CAN or CCM produce warnings for null Payee
- Candidate FEC ID and Name fields.
- Validation outputs only two types of results {i.e. "*Error*" and "Warning"}.
- New election code {i.e. "E" for Recount} added to acceptable Election code values.
- Military State Codes added to acceptable State Code Values.

FECprn - Modified Fecprint to support format changes as described above.

- PDF output functionality (see FECPrn README.txt)
- All forms/schedules revision number audited and corrected were applicable.
- Typos corrected on various forms and schedules.
- Election Code 'E' functionality added. "E2007" Checks "Other" box and displays the word "Recount" in the election description field.
- Monthly Year End issue temporarily resolved to check appropriate checkbox.
- F3Z: Displays Authorized Committee totals correctly.
- F3Z-1: Reporting Period Checkbox now checks correctly.
- SC: Multiple Guarantors print properly.
- SE: Election code and date printing issue corrected.
- F57: IF Support/Oppose field is blank, neither box is checked.
- F3: Missing Fields added to Post-Detailed Summary Page Column "B" 11AI and 11AII.
- F3P: Missing fields added to Post-Detail Summary Page Column "B" line III & IV.
- H6: Now prints three records to per page.
- SL-A: Memo Transactions now display "[MEMO ITEM]".
- SL-B: Memo Transactions now display "[MEMO ITEM]".
- F76: "Other" checkbox functionality corrected.
- F2S: New supplemental form 2 for additional Authorized Committees.
- SD: Page totals now displaying properly.

FECload - Added a second email field as well as confirmation email fields.

- Password confirmation was added.
- PGP User's Guide Vol I & Vol II added.
- Added batch file 'MakeNewKeys.bat' to enable user to create new PGP keys should originals be corrupted by a computer malfunction.

APPENDIX E

Technical specifications for use of FEC supplied vendor utilities

Acknowledgement of NIC software copyright does not need to be included within Third Party software, however NIC maintains copyrights to the following programs: FECHECK6.EXE and FECHECK6.DLL.

If the MD5 check-digit program is used, Developers must also include the following acknowledgment in their programs and documentation:

```
*-----*
*  RSA Data Security, Inc., MD5 message-digest algorithm  *
*  Copyright (C) 1991-2, RSA Data Security, Inc.          *
*  Created 1991. All rights reserved.                      *
*-----*
```

SPECIAL WORD TO VENDORS

We encourage your comments and suggestions. It is our intention that the any communication regarding such suggestions be accurately conveyed in a manner which will create a spirit of mutual cooperation and thus serve the ultimate interest of filers, vendors, and the public.

Thank you.

Files contained in the Vendor Developer Pack

README.txt This file which lists the contents of VendPak4.zip.

FEC_Format_v6.2.pdf Document that describes FEC specifications for electronic filing.

FEC_Format_v6.2.xls MS Excel spreadsheet - Contains detailed formats for each type of record used in electronic filings.

{Note: Runtime DLL files are no longer used by FECheck6.exe & Fecheck6.dll programs.}

FECHECK6.EXE Command-line version of the FEC Validator.

FECHECK6.DLL Windows/DLL version of the FEC Validator.

FECHECK6.INI Initialization file that lets user set upper limits for the number of messages at levels 4, 8, & 12 to be listed. User can also choose to have to have FECHECK6 create two additional files: 1) a comma-delimited unformatted error file with the same information as contained in the '.msg' file; and 2) a file that lists schedules and Tran_IDs of itemizations that are found to have errors.

FECNAME6.IDX Index for FECNAME6.DTA ISAM file.

FECNAME6.DTA ISAM file used by FECHECK6 to add Field Names to messages

MD5_32.DLL Windows/DLL version of RSA's check-digit program.

MD5_32.LIB Import library for MD5_32.DLL.

MDUTIL.H C header file for MD5 program.

{Samples}.FEC Sample ".FEC" files are included as examples of electronic files. They can be run through FECheck6 to assist developers in getting familiar with the program.

FEC E-FILE SPECIFICATIONS REQUIREMENTS
VERSION 6.2 May 6, 2008 DocID: FEC_Format_v6.2.pdf

The **DOS version of FECHECK6** is run from the DOS command line.

Syntax: `FECHECK6 [[drive:][\path\]filename[.FEC]] [[drive:][\path\]MessageFile.ext]`

Notes: The .FEC need not be coded but will be assumed if not specified. FECHECK6 displays the number of warnings and errors that are encountered. Messages are written to a '.MSG' file on the same drive/directory as the '.FEC' file. FECHECK6 will prompt the user if the file spec is not included on the command line.

A second parameter specifying an alternative location and name of the Message file may be given. If specified, the Message file (and any .MS2 and .MS3 message files) and all temporary work files used by FECheck6 will be directed to the drive/path specified in the second parameter.

Normally FECHECK6 will list an unlimited number of error messages (if there are any) at various levels of severity. Level 12 errors are the "most severe" while Level 8's are "less severe". Neither will be accepted by the FEC. Level 4 messages should not occur, however, filings with messages (non of which exceed Level 4) may be conditionally accepted by the FEC. An filer can choose to limit the number of Level 4, 8 and 12 errors that will be listed by setting limits in the FECHECK6.INI file.

The "Unformat_MS2" parameter is used to indicate if a '.MS2' file is to be created along with the '.MSG' file. The '.MS2' file contains the same information that is written to the formatted '.MSG' file, but as comma-delimited CSV text file.

The layout of the comma-delimited '.ms2' file is:

- 1) Form Name (eg. F3N, F3XA, SA111, SB17, ...);
- 2) Tran_ID of an Itemization in a Schedule;
- 3) Identifying Name of an Itemization in a Schedule;
- 4) Column # {refer to .xls spreadsheet} of Field in Error;
- 5) Descriptive name of the Field in Error;
- 6) Error Level (04, 08, 12, or 16);
- 7) Error Message.

The "TID_Errs_MS3" parameter is used to request that FECHECK6 create a '.MS3' file along with the '.MSG' formatted error file. This third message file lists the schedules & Tran_IDs of itemizations that are found to have errors. It can be used by vendor software to highlight the transactions that have something that is causing a validation error.

The FECHECK6.INI file can be edited with a text editor.

Default settings of the FECHECK6.INI file:

```
Level_4_Msg_Limit =          {no parameter means unlimited}
Level_8_Msg_Limit =          {no parameter means unlimited}
Level_12_Msg_Limit =         {no parameter means unlimited}
Unformat_MS2 = No
TID_Errs_MS3 = No
```

FEC E-FILING SPECIFICATIONS REQUIREMENTS
 VERSION 6.2 May 6, 2008 DocID: FEC_Format_v6.2.pdf

The **Windows version of FECHECK6.DLL** can be called from a Windows program. The following sample code is used to call FECHECK6 in Visual Basic. Three parameters are passed from the VB program to FECHECK6.DLL, which returns 2-byte binary (Integer) "Error Level". "Error Count" is "passed by reference" so that it be evaluated after the call.

- 1) string containing "c:\path\filename.FEC" (FEC's CSV file)
- 2) string containing "c:\path\filename.MSG" (Message file)
- 3) 2-byte binary "Integer" (Error Count)
- 4) returning a 2-byte binary "Integer" (Return Code/Err Level)

Sample Visual Basic code for calling FECHECK6.DLL:

```

Global declarations

Declare Function                                     - (continued on next line)
    FECHECK6 Lib "FECHECK6.DLL"                     - (continued on next line)
    (ByVal FECfile As String,                         - (continued on next line)
     ByVal MSGfile As String,                         - (continued on next line)
     ErrCount As Integer) As Integer

' Code in the VB form ...

Dim InFileFEC As String, OutFileMSG As String
Dim ErrCount As Integer, ErrLevel As Integer

InFileFEC = "d:\path\filename.FEC"      ' FEC File
OutFileMSG = "d:\path\filename.MSG"     ' Messages File

ErrLevel = FECHECK6(InFileFEC, OutFileMSG, ErrCount)

' Note: Possible ErrLevel values are: 0, 4, 8, 12.

If ErrLevel > 0 Then
    If ErrCount = 0 Then
        (call to FECHECK6 failed: d:\path filename invalid?)
        (Note: ErrLevel will = 12 in this case.)
    Else
        (processing when ErrCount validation errors are found)
        (Note: FEC will conditionally accept when ErrLevel = 4)
    End If
Else
    (processing when FEC file passes validation with no errors)
    (Note: ErrCount will = 0 in this case.)
End If

```

Note: if either a '.MS2' or '.MS3' file is desired, the message file name passed in parameter #2 must end with the '.MSG' suffix.

Note: The FECHK6.INI file (described above in Running FECHK6.exe in DOS) should reside in the same directory as the FECHK6.DLL (or the \Windows directory) if any non-default settings are desired in your application.

Note: A new Microsoft OS security feature (Data Execution Prevention) may cause a FECheck6 execution failure (often seen as a 114 execution error). Should this occur, simply add the FECheck.exe or FECheck.dll to the acceptable programs and services list. This feature may be accessed from: System Properties==> Advance Tab==> Performance Settings Button==> Data Execution Prevention Tab.

Calling FECHECK6.DLL from Windows C/C++ applications:

FECHECK6 exports a single function:

```
short FECHECK6(const char* FECfile, const char* MSGfile, short* p_ErrCount);
```

There is no import library provided with FECHECK6.DLL, and FECHECK6() is typically called as shown below:

```
typedef short (WINAPI * FECHKPROC)(const char*, const char*, short*);

HINSTANCE hLibFECHK = LoadLibrary("FECHECK6.DLL");
FECHKPROC validate = (FECHKPROC)GetProcAddress(hLibFECHK, "FECHECK6");

...

short ErrCount;
short errorLevel = validate("data.FEC", "msg.txt", &ErrCount);

/*
  At this point :
  - 'ErrCount' holds the number of errors in "data.FEC"
  - 'errorLevel' holds the level of the most severe error
  - the disk file "msg.txt" contains a complete error listing
*/

...

FreeLibrary(hLibFECHK);
```

Note: In 16-bit applications it may be necessary to explicitly load the run-time support library CBLSSSEG.DLL, before calling FECHECK6. Obviously CBLSSSEG.DLL should be freed once FECHECK6 processing is complete.

The **DOS version of MD5** is run from the DOS command line.

Syntax: MD5 < [c:\path\filename.FEC]

Notes: The "<" MUST be included on the command line so that MD5 uses "translate" mode while reading the file. Translate mode changes all CR-LF pairs into single LF characters, matching the way text files are handled on Unix based systems. MD5 does not assume that the suffix is .FEC when it is not explicitly entered.

The **Windows version of MD5_32.DLL** can be called from a Windows program. The following sample code is used to call MD5_32 in Visual Basic. Two parameters are passed from the VB program to MD5_32.DLL.

- 1) string containing "c:\path\filename.FEC" (FEC's CSV file)
- 2) string in which a 32-character "Check Sum" is returned.

Sample Visual Basic code for calling MD5_32.DLL:

```
' Global declarations

Declare Sub                                - (continued on next line)
    MD5 Lib "MD5_32.DLL"                  - (continued on next line)
    (ByVal FECfile As String, ByVal CheckSum As String)

' Code in the VB form ...

Dim FECfile As String,
Dim CheckSum As String * 33      ' CheckSum string MUST be 33 characters)

FECfile = "d:\path\filename.FEC" & Chr$(0) ' File with null terminator
CheckSum = Chr$(0)

Call MD5(FECfile, CheckSum)      ' Call MD5_32.DLL to generate a CheckSum

' Note: CheckSum will be 32-characters with a null terminator in Pos 33.
'      [ Reference CheckSum in VB by specifying Left$(CheckSum, 32) ]
```

Notes for C++ programmers about including RSA's MD5 checksum program within applications:

MD5_32.DLL is a '32-bit' DLL, suitable for Windows 95 / NT developers.

The MD5_... DLLs each export a single function, MD5(), that computes a 256-bit 'MD5 checksum' for a specified (ASCII) data file.

The prototype for MD5() is in MDUTIL.H, which should be #include'd in code that calls MD5(). The preprocessor variable WIN32 should be defined before including MDUTIL.H in 32-bit code. The preprocessor variable BUILD_MD5_DLL should *always* be undefined.

Upon entry to MD5(), 'data_file' should point to a zero-terminated string that is the name of the file for which the MD5 checksum is to be computed. 'ascii_digest' should point to a valid memory block that is at least 33 bytes long.

MD5() returns the 256-bit MD5 checksum for 'data_file' in 'ascii_digest', as a zero-terminated string. Each byte of the 'ascii_digest' is the ASCII representation of a single hexadecimal digit in the checksum.

MDUTIL.H is a header file for inclusion in C++ source code that calls MD5_32.DLL. The preprocessor variable WIN32 should be defined before including MDUTIL.H in 32-bit code. The preprocessor variable DLL_MD5_BUILD should *always* be undefined.

Example :

```
char ascii_digest[33];

if (::MD5("filename.ext", ascii_digest))
{
    // 'ascii_digest' contains the checksum for "filename.ext"
}
else
{
    // unable to open "filename.ext"
}
```