

FILE FORMAT SPECIFICATIONS FOR ELECTRONIC FILING OF MARYLAND CAMPAIGN FINANCE REPORTS



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Introduction

Maryland law requires the State Board of Elections (SBE) to provide campaign committees with software to enable them to file Campaign Fund Reports. If you are using the SBE provided software, these specifications do not apply to you—your files will already meet the SBE specifications. However, campaign committees are under no obligation to use the SBE software. Instead, a campaign committee can use its own software or the software of a vendor, provided the data that is filed with SBE is in the format specified by this document.

Please note that the committee using vendor software is responsible for the timely filing of campaign finance reports. If SBE is unable to import the data or the data is not transmitted correctly, SBE will not accept the filing and late fees will be assessed.

What is a File Format Specification?

A file format specification is instructions for creating and saving data that covers the following three components:

1. The file type that must be used;

A file format specification could require that all files be saved as a Word document, an Excel Spreadsheet, or as a Text file (as is required by this document).

2. The order of the data; and

The file format specification provides an exact order in which the data must be presented. For example, the format specification could require that the information for a contribution be ordered as follows: contributor last name, contributor first name, contributor middle initial, contribution amount, contributor address, etc.

3. Specific instructions for each field of data.

At a minimum each field of data has a specified type (i.e. text or number) and length (i.e. the number of character that can be used). In addition, some fields require the use of specified codes in place of an actual description. For example, name suffixes are each assigned a code (Jr. = 1, Sr. = 2 etc.) which must be used in the suffix data field.

Why is this necessary?

The State law requires all campaign finance entities to file campaign finance reports electronically according to the file format specifications developed by the Maryland State Board of Elections. Non-compliance will result in late fees.

Creating the file format

While you are creating your file format you will need to refer to the hardcopy Campaign Finance Reports. For example, in the Summary Table most of the fields correspond directly to the Campaign Finance Report Summary Sheet.

Requisite File Format Specifications for Electronic Filing in the State of Maryland

1. Number and types of files to be exported:

- a. All reports shall be exported as ASCII text files, not binary files.
- b. As a general rule, three delimited text files are submitted to SBE for each campaign finance report. These files are the summary, contribution, and expenditure files. The file structure for these files must correspond exactly to the Summary table, Contribution table and Expenditure table referenced in this document. (See appendix A).
- c. However, if you do not have any contribution or expenditure information to report, you do not have to include those files. A Summary file is always required.
- d. Report year, report type, and report transaction dates must correctly indicate the current report that you are filing. The report year should indicate the year when the report was originally due; no matter what year you file the report. If these data elements are incorrect, your report cannot be accepted or imported into our system. See Appendix D for a table outlining the various reports. If you have any questions about the correct report year and type, please contact SBE prior to filing the report.
- e. Electronic files may contain only one campaign finance report at a time. You may not submit a file containing data for more than one report.

2. File Names:

The files shall be saved as and named as follows:

Summary Table

Acct#_summary_MMDDYYYY_amendment#.txt

For example: A9999_summary_01172007_0.txt

Contribution Table

Acct#_contribution_MMDDYYYY_amendment#.txt

For example: A9999_contribution_01172007_0.txt

Expenditure Table

Acct#_expenditure_MMDDYYYY_amendment#.txt

For example: A9999_expenditure_01172007_0.txt

Key: MMDDYYYY where MM is the month, DD is the day, and YYYY is the year.

Note 1:

In these examples the ‘MMDDYYYY’ is the *original due date of the corresponding report being submitted*. In the example referenced above, the report submitted was the 2007 Annual Report due on 01/17/2007. Regardless of when the report was exported to SBE, the file name does not change.

Note 2:

The amendment specified is the amendment number for the report being submitted. 0 is used for filing the initial report for that reporting period. If the committee is submitting the 2007 Annual Report for the second time, i.e. Amendment 1, the name of all submitted files would be:

A9999_summary_01172007_1.txt

A9999_contribution_01172007_1.txt

A9999_expenditure_01172007_1.txt

3. Field Characteristics:

- a. In the text files, commas must separate all fields.
- b. The fields in each file must be in the same order and correspond to the field layout and requirements as specified in the Summary Table, Contribution Table, and Expenditure Table.
- c. All fields appearing in the file format specification must appear in your export file, even fields with null or blank values. For example, the Summary file should always contain 46 fields separated by 45 commas.

- d. No extra fields are permitted in the text file when exported to SBE.
- e. Field lengths may be less than the specified length but can never exceed it.
- f. All dates must be in the specified format (MM/DD/YYYY). For example: 12/31/2006. A four-digit year format is required.

4. Null Fields and Values:

- a. Null values must be separated from other fields by commas (as any other field value). They can be enclosed with double-quotes (“”). Example: ‘’, ‘’, ‘Charles Smith’
- b. Many fields in the attached tables indicate that null values are allowed. While the file format may allow null values for a particular field, the data corresponding to that field may still be required in order to comply with Maryland’s Campaign Finance laws. Your file must contain the correct data in certain fields even if the file format allows null values for those fields.
For example, if you do not have a second bank account, then field 8 in the Summary file (Other Bank Account Name) would be null. However, if you do have a second bank account, you must supply the name of the bank account in this field. Thus, the field would not be null in that case.

5. Special Characters

Carriage returns, commas, and double quotes serve special purposes in this file format specification. They should not be used except as noted here. Improper use of these characters will result in your file being rejected by the State Board.

- a. At the end of each complete record should be a carriage return. This carriage return marks the end of the record, and does not represent another field. Most exporting utilities will include this carriage return automatically when the export file is created.
- b. There should be no carriage returns between the beginning and end of a record. Keep in mind that some text editing programs will wrap a record that is longer than the page onto the next line. This type of behavior does not use a carriage return and should not affect the processing of your file.
- c. A single carriage return should follow every record, including the last record in the file.
- d. Commas are used to separate fields
- e. Fields that must contain commas, such as text fields with comments or numerical fields where commas are used to separate thousands, must be enclosed with double-quotes. Example: “Daisy, Inc.” or “35,000”. However, commas within number fields are optional but if included must be enclosed with double-quotes. Example: “2129” or “35000” or “35,000”
- f. Double quotes should ONLY be used to surround text fields. If you need to quote something within a field, a corporation name, a nickname, etc, you must use single quotes (‘) within the field, and double quotes must surround the field. There should only be ONE set of double quotes corresponding to any given field.

Ex: “Charles ‘Chuck’ Smith”

- g. Vendors who are developing software for this specification are advised to program an error warning to users attempting to use double quotes. Single quotes should be used instead when quoting something within a text field.

6. Support Tables:

- a. When a support table is specified in either the Summary, Contribution or Expenditure Tables, the exported file shall use the code provided in the support table to represent the correct value.

For example, the Contribution Table references support table 4 in the Contributor Suffix field. If the Contributor Suffix is ‘Jr.’, then the number 1 should appear in your file in that field, instead of ‘Jr.’.

7. Activation Code:

- a. SBE assigns Activation Codes to a committee.

- b. There can be no spaces, slashes or parenthesis in the activation code. If the Activation Code is not correct the report cannot be accepted or imported. If you have any questions about your Activation Code, please contact SBE for clarification.

8. Contribution Table and the Expenditure Table:

- a. You may not include both an entity name and an individual name in the same record.
- b. Reimbursement information is only entered in the expenditure file when the check was made out to a campaign worker to reimburse them for expenses they paid personally. The seller of the goods and services should be shown in the payee information and the information about the campaign worker goes in the reimbursement section.

For example, if a campaign worker (John F. Doe) purchased office supplies at Office Depot and was later reimbursed, Office Depot would be recorded as the Payee Entity Name in field 7 of the Expenditure Table and the address for Office Depot would be recorded in Fields 12, 13, 14, 15 and 16. In the same record, John F. Doe's name would be recorded as the reimbursee in fields 23-26 and John Doe's address would be recorded in fields 27-31. (See Contribution Table)

- c. When an expenditure funds an in-kind contribution to another campaign committee, you will need to produce two records in the expenditure file.

For example, Committee A directly purchases campaign signs for the committee 'Friends of Chuck Smith' with check number 47 from a company called Apple Signs at a cost of \$100. Committee A will need to record a normal expenditure for the Payee Entity Name of 'Apple Signs', with a Payment Method of 'Check' (code 1), an Expenditure Type of 'Media' (code 25), an Expenditure Amount of \$100, and Check Number 47. However, Committee A will also have to record a second record as an in-kind expenditure. The second record will show 'Friends of Chuck Smith' as the Payee Entity Name, the Payment Method will be 'Other' (code 5), the Expenditure Type will be 'In-kind' (code 332), the Expenditure Amount will be \$100 and you must enter in the Remark section a statement that 'Check 47 funded this in-kind contribution of campaign signs'. In the remark, always be sure to reference the check number of the original expenditure and the items that were donated.

9. Outstanding Bills and Loans:

- a. For additional information and explanation on reporting loans, please see Appendix B.
- b. For additional information on reporting outstanding bills, see Appendix C.

10. Summary Table

- a. Administrative contributions should not be included in the category totals in fields 12 through 21, nor should they contribute to field 22 (Total Receipts) or influence field 38 (Cash Balance). Administrative contributions should only be totaled in field 52 and should influence the Administrative Cash Balance (field 54).
- b. Administrative expenditures should not be included in the category totals in fields 23 through 35, nor should they contribute to field 36 (Total Expenditures) or influence field 38 (Cash Balance). Administrative expenditures should only be totaled in field 53 and should influence the Administrative Cash Balance (field 54).

Liability:

If the committee does not follow the above-referenced file format specification, SBE will not process the report and it shall be deemed a failure to file and may result in late fees assessed the responsible officers.

Suggestion:

It is a good idea to check the layout and formatting of your text files before you transmit them to SBE. You can do this by opening the files with a simple text editor such as 'Notepad'.

Testing and Support:

SBE is available to answer any questions about how to implement any portion of this file format specification. As public service, if you send us sample data, we will test and verify that the format meets the required specifications. In addition, we will help notify and troubleshoot any problems. It is the responsibility of the committee to fix any and all problems associated with filing software. SBE will not fix any errors or problems. Therefore, software problems may not relieve the committee of late fees.

For Testing purposes only, test files can be emailed as attachments to ksnyder@elections.state.md.us Its account name should be **Test PAC**, and its activation code **A9999-5010**.

Sample Entry:

The following is an example of what an expenditure entry would look like using our file format:

“A9999-5010”,2007,7,4,1,11/20/2006,”Channel 27”,”,”,”,”,,”133 Broadcast Way”,”Suite 200”,”Baltimore”,”MD”,”21225”,1,”26”,25,25000,””,0,,,,,,,,,0,0

Keep in mind that this example contains only a single carriage return only at the very end of the record on the second line, even though your word processor or web browser might wrap the record onto two lines.

The following files will be available on our website and can be used for comparison with your own test files.

- A9999_contribution_01162008_0.txt
- A9999_expenditure_01162008_0.txt
- A9999_summary_01162008_0.txt

Appendix A Tables required for Electronic Filing

Summary Table

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
1	Activation Code	Text	10	Activation Code	No valid range.	No	A9999-5010
2	Report Year	Number	4	Integer	0 through 9999	No	2001
3	Report Type	Number	See Support Table 1			No	7
4	Beginning Transaction Date	Date	10	MM/DD/YYYY	All dates	No	11/22/2000
5	Ending Transaction Date	Date	10	MM/DD/YYYY	All dates	No	11/01/2001
6	Primary Bank Account Name (Checking)	Text	40	None	None	No	First Bank of Maryland
7	Primary Bank Account Number	Text	20	None	None	No	1234-ABC-67890
8	Other Bank Account #1 Name	Text	40	None	None	Yes	1 st Savings Bank
9	Other Bank Account #1 Number	Text	20	None	None	Yes	ABC123/4567-10
10	Is this a final report? (to close the account)	Number	1	0 = No 1 = Yes	0 or 1	No	0
11	Amendment Number	Number	4	Integer	0 through 9999	No	1
Please refer to the Summary Sheet to determine the appropriate amounts to put in each field. Format as follows.							
12	Contributions - A	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	111.01
13	Ticket Purchases - B						111.02
14	Federal Comm. - C						111.03
15	Political Clubs - D						111.04
16	MD Cand & Slates - E						111.05
17	Central Comm. - F						111.06
18	MD PACs - G						111.08
19	Out of State PACs - H						111.09
20	Other Receipts- I						111.10
21	Loans - K						111.11
22	Total Receipts						111.12
23	Salaries - N						111.14
24	Rent & Office - O						111.15
25	Field Expenses - P						111.16
26	Media Expense - Q						123.22
27	Printing Expense - R						111.17
28	Mail House - S						151.54
29	Postage - T						111.18
30	Equipment - U						111.19
31	Fundraising Exp - V						111.20
32	Transfers Out - W	111.21					
33	Loan Repayment - X	111.22					
34	Other Expendit. - Y	111.23					
35	Returned Contrib. - Z	111.24					
36	Total Expenditures	213.45					
37	Prior Balance	345.12					
38	Cash Balance	112.34					
39	In-kind Contrib. - J	233.56					
40	In-kind Expend. - AA	3456.22					
41	Primary Bank Account Checkbook Balance	12345.09					

42	Other Bank Acct. #1 CheckBook Balance						234.55
43	Loan Balance – L						123.11
44	Outstanding Bills – M						890.01
45	Total Obligations						111.24
46	Other Bank Account #2 Name	Text	40	None	None	Yes	Bank of America
47	Other Bank Account #2 Number	Text	20	None	None	Yes	5678-ABC-67890
48	Other Bank Account #3 Name	Text	40	None	None	Yes	Citizens Bank
49	Other Bank Account #3 Number	Text	20	None	None	Yes	8898-ABC-67890
50	Other Bank Account #2 Checkbook Balance	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	555.85
51	Other Bank Account #3 Checkbook Balance	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	1246.45
52	Total Administrative Contributions	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	1356.35
53	Total Administrative Expenditures	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	123456.99
54	Total Administrative Cash Balance						
55	Administrative Bank Account Name	Text	40	None	None	Yes	First National Bank
56	Administrative Bank Account Number	Text	20	None	None	Yes	A789632-0112
57	Administrative Bank Account Checkbook Balance	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	123456.78
58	Total Transfers To/From Interest Bearing Bank Accounts	Number	12 and two decimal places	Integer or decimal	0 to 99999999999.99	Yes	123456.99
59	End of File	Number	1	None	0 Only	No	0

Contribution Table

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
1	Activation Code	Text	10	Activation Code	None	No	A9999-5010
2	Report Year	Number	4	Integer	0 through 9999	No	2001
3	Report Type	Number	See Support Table 1			No	7
4	Report Form	Number	See Support Table 2			No	1
5	Item Number	Number	6	For each Report Form, Item Numbers should be numbered sequentially beginning with 1.	0 through 999999	No	1
6	Report Column	Number	See Support Table 3			Yes	4
7	Date Received	Date	10	MM/DD/YYYY	All dates	Yes	11/05/2001
8	Lump sum reporting	Number	1	0 = No 1 = Yes May not be used if Rpt. Form = 2 or 3	0, 1, or Null	Yes	0
9	Contributor Entity Name	Text	60	None	<i>Note: You cannot have both an entity name and the name of an individual.</i>	Yes	Big Corporation, Inc.
10	Contributor Individual First Name	Text	60	None		Yes	Herbert
11	Contributor Individual Middle Name	Text	20	None		Yes	G.
12	Contributor Individual Last Name	Text	60	None		Yes	Smith
13	Contributor Suffix	Number	See Support Table 4			Yes	2
14	Address Line 1	Text	50	None	None	Yes	Investment Tower
15	Address Line 2	Text	50	None	None	Yes	Suite 200
16	Address Line 3	Text	50	None	None	Yes	132 East Street
17	City	Text	60	None	None	Yes	Baltimore
18	State	Text	See Support Table 5			Yes	MD
19	Zip Code	Text	10	None	None	Yes	21401-0486
20	Aggregate to Date	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	3456.58
21	Amount Received	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	2100.24
22	Payment Method	Number	See Support Table 6			Yes	1
23	Price Per Ticket (Use only if report Column = 5)	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	25.50
24	Contributor Type	Number	See Support Table 7			Yes	2
25	Receipt Type	Number	See Support Table 8			Yes	6
26	Comments	Text	100	None	None	Yes	Type anything except Commas or Quotes
The following fields should be blank unless Report Form = 3							
27	Loan Consent	Number	1	0 = consent filed previously 1 = consent filed herewith 2 = Informal Candidate loan	0, 1, 2, or Null	Yes	0
28	Loan Interest Rate	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	0
29	Loan Prime Rate	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	5.5
30	In-kind Interest	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	10

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
31	Loan Amount	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	5000.00
32	Loan Repayment Terms	Text	200	None	None	Yes	Type Anything except Commas or Quotes
33	Loan Balance	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	2500.00
34	Unpaid Obligation Balance	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	0.0
35	Unpaid Obligation Description	Text	100	None	None	Yes	Type Anything except Commas or Quotes
36	Loan Sequencing Counter	Number	6	Integer	None	Yes	1
37	Debt Amount	Number	12 integer 2 decimal	Integer or decimal	12x.xx	Yes	0.0
38	Loan Debt Forward	Number	1	0= No Carry Forward 1 = Carry Forward Loan/Debt that was entered on a prior report and not paid off should be carried forward	0, 1, or Null	Yes	0
39	Administrative	Number	1	1 = Yes, 0 = No	0 or 1	No	1
40	End of File	Number	1	None	0 only	No	0

Only PAC's and Central Committees should indicate '1' in the Administrative field 39, and only if they are reporting an administrative contribution. All other reporters should indicate zero (0).

Expenditure Table

Field Description		Data Type	Length	Format	Valid Range	Null Values Allowed	Example
1	Activation Code	Text	10	Activation Code	None	No	A9999-5010
2	Report Year	Number	4	Integer	0 through 9999	No	2001
3	Report Type	Number	See Support Table 1			No	7
4	Report Form	Number	See Support Table 2 (Schedule 2 = 4)			No	4
5	Item Number	Number	6	Schedule 2 expenditures in sequential order	0 through 999999	Yes	1
6	Date Paid	Date	10	MM/DD/YYYY	All dates	Yes	11/05/2001
7	Payee Entity Name	Text	60	None	<i>Note: You cannot have both an entity name and the name of an individual.</i>	Yes	Big Corporation, Inc.
8	Payee Individual First Name	Text	60	None		Yes	Herbert
9	Payee Individual Middle Name	Text	20	None		Yes	G.
10	Payee Individual Last Name	Text	60	None		Yes	Smith
11	Payee Suffix	Number	See Support Table 4			Yes	2
12	Address Line 1	Text	50	None	None	Yes	Investment Tower
13	Address Line 2	Text	50	None	None	Yes	Suite 200
14	City	Text	60	None	None	Yes	Baltimore
15	State	Text	See Support Table 5			Yes	MD
16	Zip Code	Text	10	None	None	Yes	21401-0486
17	Payment Method	Number	See Support Table 6			No	1
18	Check Number	Text	10	None	None	Yes	123
19	Expenditure Type	Number	See Support Table 9			No	23
20	Expenditure Amount	Number	8 integer 2 decimal	Integer or decimal	8x.xx	Yes	2100.24
21	Remarks	Text	200	None	None	No	Type comments relating expenditure types. This field is required if expenditure type is 24, 29, 30, 331, 332
22	Reimbursement (R)	Number	1	1 = Yes, 0 = No	0 or 1	No	0
23	(R) First Name	Text	60	Fill In Fields 23-31	None	Yes	Fred
24	(R) Middle Name	Text	20	Only if Field 22 equals 1	None	Yes	B.
25	(R) Last Name	Text	60		None	Yes	Jones
26	(R) Suffix	Number	See Support Table 4			Yes	2
27	(R) Address Line 1	Text	50	None	None	Yes	1234 Cherry Lane
28	(R) Address Line 2	Text	50	None	None	Yes	APT 12
29	(R) City	Text	60	None	None	Yes	Annapolis
30	(R) State	Text	See Support Table 5			Yes	MD
31	(R) Zip	Text	10	None	None	Yes	22410-2468
32	Administrative	Number	1	1 = Yes, 0 = No	0 or 1	No	0
33	End of File	Number	1	None	0 Only	No	0

Only PAC's and Central Committees should indicate '1' in the Administrative field 32, and only if they are reporting an administrative expenditure. All other reporters should indicate zero (0).

Support Tables are used to provide the appropriate codes referenced by the Summary, Contribution, and Expenditure tables. They are not submitted themselves.

Support Table 1 – Report Type

<i>Report Type</i>	<i>Code</i>	<i>Description/Condition</i>
Pre Primary 1	1	
Pre Primary 2	2	
Pre General	3	
Post General	4	
Annual	7	

Support Table 2 – Report Form

<i>Report Form</i>	<i>Code</i>	<i>Description/Condition</i>
Schedule 1	1	Contributions
Schedule 1A	2	Transfers In
Schedule 1B	3	Other Receipts and In-Kind
Schedule 2	4	Expenditures
Schedule 3	5	Outstanding Obligations

Support Table 3 – Report Column

<i>Columns as indicated on Campaign Finance forms</i>	<i>Code</i>	<i>Description/Condition</i>
Contributions individuals and corporations (other than ticket purchases)	4	Only if Report Form Code= 1
Ticket purchases by individuals and corporations	5	Only if Report Form Code = 1
Contributions by Federal Committees	6	Only if Report Form Code = 1
Contributions by Political Clubs	7	Only if Report Form Code = 1
Transfer from Maryland Candidate Accounts and Slates	10	Only if Report Form Code = 2
Transfer from Central Committees	11	Only if Report Form Code = 2
Transfer from Maryland PACs	12	Only if Report Form Code = 2
Transfer from Out of State PACs	13	Only if Report Form Code = 2
Loans Received	15	Only if Report Form Code = 5
Other Income (Refunds, Rebates, items sold and misc. income)	16	Only if Report Form Code = 3
Fair Market Value of In-Kind Contributions	17	Only if Report Form Code = 3

Support Table 4 – Name Suffix

<i>Suffix</i>	<i>Code</i>	<i>Description/Condition</i>
Jr.	1	Junior
Sr.	2	Senior
II	3	
III	4	
IV	5	

Support Table 5 – States

<i>State</i>	<i>Code</i>	<i>State</i>	<i>Code</i>
Alaska	AK	Montana	MT
Alabama	AL	North Carolina	NC
Arkansas	AR	North Dakota	ND
Arizona	AZ	Nebraska	NE
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
D.C.	DC	Nevada	NV
Delaware	DE	New York	NY
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Iowa	IA	Pennsylvania	PA
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Massachusetts	MA	Virginia	VA
Maryland	MD	Vermont	VT
Maine	ME	Washington	WA
Michigan	MI	Wisconsin	WI
Minnesota	MN	West Virginia	WV
Missouri	MO	Wyoming	WY
Mississippi	MS		

Support Table 6 – Payment Methods

<i>Payment Method</i>	<i>Code</i>	<i>Description/Condition</i>
Check	1	
Cash	2	May not use for Report Form 2
Credit Card	4	May not use for Report Form 2
Other	5	
Payroll Deductions	6	May only be used by Political Action Committees

Support Table 7 – Contributor Types

<i>Contributor Type</i>	<i>Code</i>	<i>Description/Condition</i>
Individual	1	
Ticket purchases by Individuals	2	
Ticket purchases by Business Entity	3	
Business Entity	4	
Federal Committees	5	
Political Clubs	6	
Candidate accounts	7	
Slates	9	
Party Central Committees	10	
MD political Committees	11	
Out of State PACs	12	
Other	20	

Support Table 8 – Receipt Types

<i>Receipt Type</i>	<i>Code</i>	<i>Description/Condition</i>
Loan	2	Use only for Loans
In-Kind	3	Use only if Column Number = 17 (In-kind)
Debt	5	Use for all debts
Money	6	Use for all other contributions
Other (Refund, Bank Interest, etc)	7	Use only if Column Number = 16 (Other)

Support Table 9 – Expenditure Types

<i>Expenditure Type</i>	<i>Code</i>	<i>Description/Condition</i>
Salaries and other compensation	22	
Rent and other office expenses	23	
Field Expenses (must enter remarks)	24	
Media (Radio, TV, Newspaper, Billboards)	25	
Printing and Campaign materials	26	
Direct Mailing by Mail House	27	
Postage	28	
Purchase of Equipment (must enter remarks)	29	
Expenses of fundraising events (must enter remarks)	30	
Transfers out to other Maryland Treasurers	31	
Loan Repayment	32	
Other (must enter remarks)	331	
In-kind (must enter remarks)	332	
Transfer to or from Interest Bearing Account (must enter remarks)	34	This category is for transfers between bank accounts owned by the filer and reported in the Summary File. (These entries should NOT accumulate with Total Expenditures in the Summary File)
Returned Contribution	35	

Appendix B Reporting of Loans

A loan is recorded in the contribution file. The requirement to record the loan for reporting on Schedule 1B has been dropped. The loan record will now be composed of at least one row and possibly a second:

- Row 1 - For reporting on Schedule 3 (this row is required even if the loan is being carried forward (as opposed to being entered for the first time);
- Row 2 – For reporting an in-kind interest contribution (if any) on Schedule 1B.

Row 1 - Always required - Records the loan for Schedule 3 Column 42.

1. ACTIVATION CODE
2. REPORT YEAR - Enter the four-digit year
3. REPORT TYPE - See Support Table 1
4. REPORT FORM - set to 5 (Outstanding Obligations - Support Table 2)
5. ITEM NUMBER - a sequential number for the report form
6. REPORT COLUMN - blank
7. DATE RECEIVED - date of the loan
8. LUMP SUM REPORTING- set to 0
9. CONTRIBUTOR ENTITY NAME - Enter if not an individual
10. CONTRIBUTOR INDIVIDUAL FIRST NAME - If an individual
11. CONTRIBUTOR INDIVIDUAL MIDDLE NAME - If an individual
12. CONTRIBUTOR INDIVIDUAL LAST NAME - If an individual
13. CONTRIBUTOR SUFFIX - Support Table 4 (if needed)
14. ADDRESS LINE 1 -
15. ADDRESS LINE 2 -
16. ADDRESS LINE 3 - Blank - not supported
17. CITY -
18. STATE - Support Table 5
19. ZIP -
20. AGGREGATE TO DATE - blank
21. AMOUNT RECEIVED - blank
22. PAYMENT METHOD - blank
23. PRICE PER TICKET - blank
24. CONTRIBUTOR TYPE - blank
25. RECEIPT TYPE - 2 (Loan - Support Table 8)
26. COMMENTS - blank
27. LOAN CONSENT - 0 if consent filed previously, 1 if consent filed herewith'
28. LOAN INTEREST RATE - enter rate
29. LOAN PRIME RATE - prime rate on day of loan
30. IN-KIND INTEREST - amount of in-kind interest calculated
31. LOAN AMOUNT - value of the loan
32. LOAN REPAYMENT TERMS - text of repayment terms
33. LOAN BALANCE - enter balance of loan at end of reporting period
34. UNPAID OBLIGATION BALANCE – blank
35. UNPAID OBLIGATION DESCRIPTION – blank
36. LOAN SEQUENCE NUMBER - set to the ITEM NUMBER of the in-kind contribution amount record described next (if it exists).
37. DEBT AMOUNT – blank
38. LOAN DEBT FORWARD - set to zero if first reported this period, set to 1 if already reported in a prior period.
39. ADMINISTRATIVE – set to 0 or 1 (see note below)
40. END OF FILE - set to zero

Only PAC's and Central Committees should indicate '1' in the Administrative field 39, and only if they are reporting an administrative receipt. All other reporters should indicate zero (0).

Row2 - Required if in-kind interest accrues to other than the candidate or their spouse - Records the interest as an in-kind contribution for Schedule 1B Column 17. In-kind interest is only reported in the current period. It is not carried forward.

1. ACTIVATION CODE
2. REPORT YEAR - Enter the four-digit year
3. REPORT TYPE - See Support Table 1
4. REPORT FORM - set to 3 (Schedule 1B - Support Table 2)
5. ITEM NUMBER - a sequential number for the report form
6. REPORT COLUMN - set to 17 (In-kind - Support Table 3)
7. DATE RECEIVED - date of the loan
8. LUMP SUM REPORTING- set to 0
9. CONTRIBUTOR ENTITY NAME - Enter if not an individual
10. CONTRIBUTOR INDIVIDUAL FIRST NAME - If an individual
11. CONTRIBUTOR INDIVIDUAL MIDDLE NAME - If an individual
12. CONTRIBUTOR INDIVIDUAL LAST NAME - If an individual
13. CONTRIBUTOR SUFFIX - Support Table 4 (if needed)
14. ADDRESS LINE 1 -
15. ADDRESS LINE 2 -
16. ADDRESS LINE 3 - blank - Not supported
17. CITY -
18. STATE - Support Table 5
19. ZIP -
20. AGGREGATE TO DATE - current amount
21. AMOUNT RECEIVED - amount of in-kind interest
22. PAYMENT METHOD - blank
23. PRICE PER TICKET - blank
24. CONTRIBUTOR TYPE - set to 20 (Other - Support Table 7)
25. RECEIPT TYPE - 3 (In-kind - Support Table 8)
26. COMMENTS - In-Kind Contribution from Interest on Loan
27. LOAN CONSENT - blank
28. LOAN INTEREST RATE - blank
29. LOAN PRIME RATE - blank
30. IN-KIND INTEREST - blank
31. LOAN AMOUNT - blank
32. LOAN REPAYMENT TERMS - blank
33. LOAN BALANCE - blank
34. UNPAID OBLIGATION BALANCE – blank
35. UNPAID OBLIGATION DESCRIPTION – blank
36. LOAN SEQUENCE NUMBER - blank
37. DEBT AMOUNT – blank
38. LOAN DEBT FORWARD - blank
39. ADMINISTRATIVE – set to 0 or 1 (see note below)
40. END OF FILE - set to zero

Only PAC's and Central Committees should indicate '1' in the Administrative field 39, and only if they are reporting an administrative receipt. All other reporters should indicate zero (0).

If a loan is forgiven, the amount of the loan should be shown as an in-kind contribution with the date of the contribution being the date of the document forgiving the loan, and the remark field should contain the words "Loan on <date> was forgiven" with the date showing the date the loan was initially reported. The loan record will no longer be reported since its balance is now zero.

Appendix C Reporting of Outstanding Bills

An outstanding bill is recorded in the contribution file.

1. ACTIVATION CODE
2. REPORT YEAR - Enter the four-digit year
3. REPORT TYPE - See Support Table 1
4. REPORT FORM - set to 5 (Outstanding Obligations - Support Table 2)
5. ITEM NUMBER - a sequential number for the report form
6. REPORT COLUMN - blank
7. DATE RECEIVED - date of the bill
8. LUMP SUM REPORTING- set to 0
9. CONTRIBUTOR ENTITY NAME - Enter if not an individual
10. CONTRIBUTOR INDIVIDUAL FIRST NAME - If an individual
11. CONTRIBUTOR INDIVIDUAL MIDDLE NAME - If an individual
12. CONTRIBUTOR INDIVIDUAL LAST NAME - If an individual
13. CONTRIBUTOR SUFFIX - Support Table 4 (if needed)
14. ADDRESS LINE 1 -
15. ADDRESS LINE 2 -
16. ADDRESS LINE 3 - blank - Not supported
17. CITY -
18. STATE - Support Table 5
19. ZIP -
20. AGGREGATE TO DATE - blank
21. AMOUNT RECEIVED - blank
22. PAYMENT METHOD - blank
23. PRICE PER TICKET - blank
24. CONTRIBUTOR TYPE - blank
25. RECEIPT TYPE - 5 (Debt - Support Table 8)
26. COMMENTS - blank
27. LOAN CONSENT - blank
28. LOAN INTEREST RATE - blank
29. LOAN PRIME RATE - blank
30. IN-KIND INTEREST - blank
31. LOAN AMOUNT - blank
32. LOAN REPAYMENT TERMS - blank
33. LOAN BALANCE - blank
34. UNPAID OBLIGATION BALANCE – Balance Due on the bill
35. UNPAID OBLIGATION DESCRIPTION – Description of the bill
36. LOAN SEQUENCE NUMBER - blank
37. DEBT AMOUNT – Amount of Original Bill
38. LOAN DEBT FORWARD - set to zero if first reported this period, set to 1 if already reported in a prior period.
39. ADMINISTRATIVE – Set to zero (0)
40. END OF FILE - set to zero (0)

Appendix D Table of Campaign Finance Reports

YEAR	REPORT TYPE	DESCRIPTION	Report Due Date	Transaction Begin Date	Transaction End Date
2000	1	Pre Primary Report 1	2/8/2000	11/17/1999	2/1/2000
2000	2	Pre Primary Report 2	2/25/2000	2/2/2000	2/20/2000
2000	3	Pre General Report	10/27/2000	2/21/2000	10/22/2000
2000	4	Post General Report	11/28/2000	10/23/2000	11/21/2000
2000	5	6 Month Post General Report	5/7/2001	11/22/2000	4/30/2001
2000	7	Annual	11/8/2000	4/26/2000	11/1/2000
2001	7	Annual Report	11/8/2001	11/22/2000	11/1/2001
2002	1	Pre Primary Report 1	8/13/2002	11/2/2001	8/6/2002
2002	2	Pre Primary Report 2	8/30/2002	8/7/2002	8/25/2002
2002	3	Pre General Report	10/25/2002	8/26/2002	10/20/2002
2002	4	Post General Report	11/26/2002	10/21/2002	11/19/2002
2002	7	Annual Report	11/8/2002	11/2/2001	11/1/2002
2003	7	Annual Report	1/15/2003	11/20/2002	1/8/2003
2004	1	Presidential Pre Primary 1	2/3/2004	1/15/2004	1/27/2004
2004	2	Presidential Pre Primary 2	2/20/2004	1/28/2004	2/15/2004
2004	3	Presidential/Baltimore City Pre General	10/22/2004	2/16/2004	10/17/2004
2004	4	Presidential/Baltimore City Post General	11/23/2004	10/18/2004	11/16/2004
2004	7	Annual Report	1/21/2004	1/9/2003	1/14/2004
2004	9	Baltimore City Pre Primary 1	8/12/2003	1/9/2003	8/5/2003
2004	10	Baltimore City Pre Primary 2	8/29/2003	8/6/2003	8/24/2003
2005	7	Annual Report	1/19/2005	11/17/2004	1/12/2005
2006	1	Pre Primary 1	8/15/2006	1/12/2006	8/8/2006
2006	2	Pre Primary 2	9/1/2006	8/9/2006	8/27/2006
2006	3	Pre General Report	10/27/2006	8/28/2006	10/22/2006
2006	4	Post General Report	11/28/2006	10/23/2006	11/21/2006
2006	7	Annual	1/18/2006	1/13/2005	1/11/2006
2007	1	Pre Primary 1	8/14/2007	1/11/2007	8/7/2007
2007	2	Pre Primary 2	8/31/2007	8/8/2007	8/26/2007
2007	3	Pre General Report	10/26/2007	8/27/2007	10/21/2007
2007	4	Post General Report	11/27/2007	10/22/2007	11/20/2007
2007	7	Annual	1/17/2007	11/22/2006	1/10/2007
2008	2	Pre Primary (1 and 2)	2/1/2008	1/10/2008	1/27/2008
2008	3	Pre General Report	10/24/2008	1/28/2008	10/19/2008
2008	4	Post General Report	11/25/2008	10/20/2008	11/18/2008
2008	7	Annual	1/16/2008	11/21/2007	1/9/2008
2009	7	Annual	1/21/2009	11/19/2008	1/14/2009
2010	1	Pre Primary 1	8/17/2010	1/14/2010	8/10/2010
2010	2	Pre Primary 2	9/3/2010	8/11/2010	8/29/2010
2010	3	Pre General Report	10/22/2010	8/30/2010	10/17/2010
2010	4	Post General Report	11/23/2010	10/18/2010	11/16/2010
2010	7	Annual	1/20/2010	1/15/2009	1/13/2010
2011	7	Annual	1/19/2011	11/17/2010	1/12/2011

Important notes concerning Reporting Dates:

- 1) The 2008 Pre Primary 1 and 2 were combined into one report. The data for both reports will be filed as one report.
- 2) Some accounts may not be participating in a particular election. This may affect the transaction dates for a particular report. For example, they may not participate in the Baltimore City, Presidential, or Gubernatorial Election. In either of these cases, they would only be responsible for filing the Annual Report for the following year after that election year and for which the beginning transaction date would start the day after the previous Annual Report's ending transaction date. For example, if an account does not participate in the 2007 Baltimore City Elections, they would be required to file the Annual Report for 2008 with a beginning transaction date of 1/11/2007 and an ending transaction date of 1/9/2008.
- 3) The dates in Appendix D are in a M/D/YYYY format for easier readability, but the dates in the file format must be in a MM/DD/YYYY format.