

Campaign Finance Reporting File Specifications Multiple Uniform Contributions

I. FILE FORMAT

The format will be ASCII character with the fields delimited by tabs, character fields are NOT quoted, and data records are terminated with a carriage return, ASCII character (CR), followed by a line feed, ASCII character (LF).

II. FILE NAME

Each report shall use the following file naming convention: **IDnumber_MUC_ReportYear.txt**, (**12345_MUC_2013.txt**). If a file is large it may be compressed using standard compression utilities. The compressed file would have the extension .zip (**12345_MUC_2013.zip**) and would contain only one file named as specified above.

III. FILE DESCRIPTION

Each report shall contain all persons who contributed to the political committee and was reported on a campaign finance report for the filing year as a multiple uniform contribution.

IV. RECORD DEFINITION

Field	Data Item	Max Size	Valid Values	Comments
1	Entity Name or Individual Last Name	char (75) char (65)		
2	Individual Suffix	char (10)		Blank if not individual
3	Individual First Name	char (30)		Blank if not individual
4	Individual Middle Name	char (20)		Blank if not individual
5	Street address	char (75)		
6	City	char (30)		
7	State	char (2)	U.S.P.S. abbr.	
8	Zip	char (9)		
9	Occupation	char (30)		Required if > \$100.00

V. FILE PROCESSING

Each file upload will overwrite the previous uploaded data. Therefore, every upload file must contain ALL the records for the reporting year, whether a file is being uploaded for an amendment or an original report.

VI. FILE SUBMISSION

Campaign treasurer's report files shall be submitted to the Division of Elections via the Division's Online Filing Application at <https://efs.dos.state.fl.us/Default.aspx>.