New York State Board of Elections

# Electronic Filing System
## Software User Guide
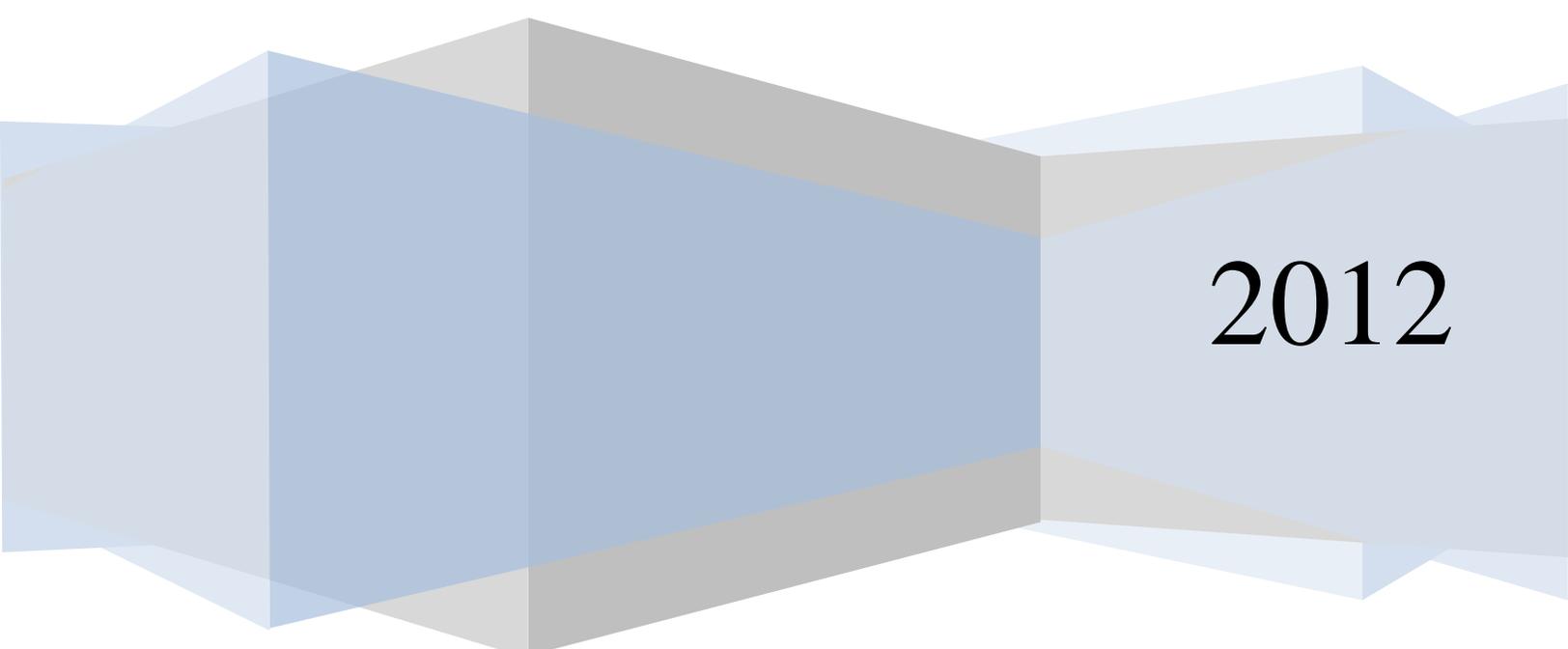
2012

# Table of Contents

## Introduction

Welcome to the New York State Board of Elections' (NYSBOE) Electronic Filing System for Campaign Financial Disclosure. The Electronic Filing System (EFS) is a database application that enables filers to enter and maintain data relevant to New York State Campaign Financial Disclosure. The Disclosure Reports are then sent to NYSBOE in electronic format. The data or transactions entered become permanent records in each filer's EFS database tables as well as NYSBOE database.
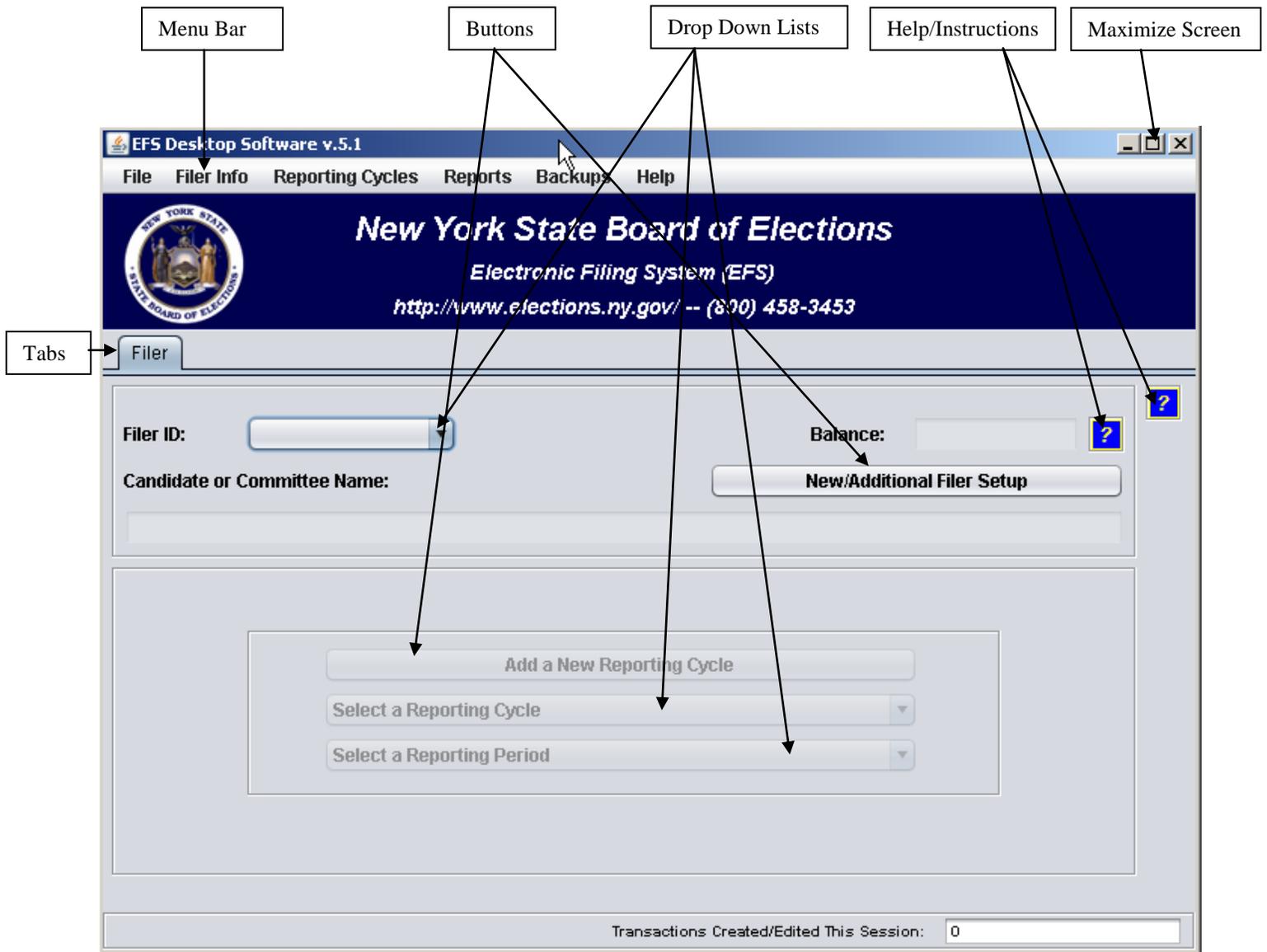
# Starting a Session

## Add a New Candidate/Committee

1. Click on the **New/Additional Filer Setup** button.

2. Read the Electronic Filing System End User License Agreement and scroll to the bottom to click on **I understand and accept all the terms as set forth above.**
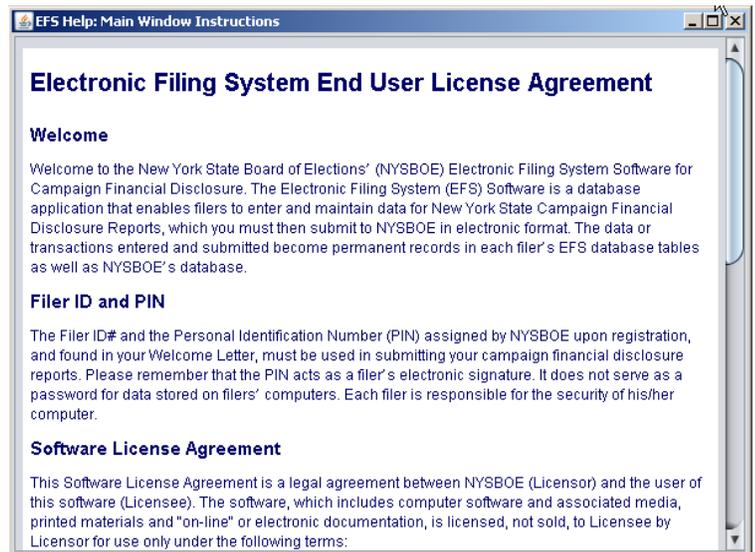
If you choose **I do not accept the terms as set forth above**, you will not be able to add a New Candidate/Committee.
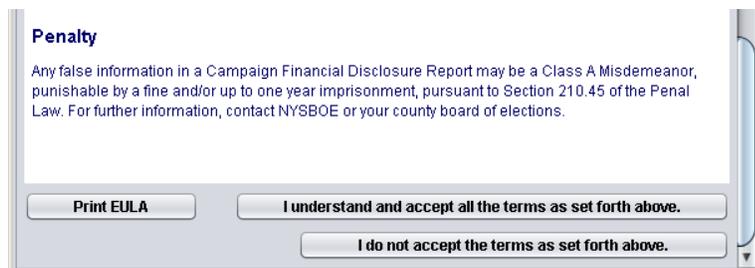
3. Enter the **Candidate or Committee Name** that corresponds to the Filer ID and tab to the next field.
4. Enter your **Filer ID** assigned to you by NYSBOE and tab to the next field.
5. Enter the **PIN** and tab to the next field.
6. Enter your **Filer ID** again to confirm and tab to the next field.
7. Enter the **PIN** again to confirm and tab to the next field.
8. Enter your **Initials** and tab to the next field.
9. Enter your **Starting Balance**.
10. Click **Save** to create reports.



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**Understanding Your Running Balance:**

This field shows a running balance for the currently selected Filer ID. It takes into account only certain types of schedules that have been determined to be of interest with respect to the balance. Click on the Help button next to the Balance on the main screen for a list of schedules that are used to calculate the balance.

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## Select a Candidate/Committee previously created

1. Click on the **Filer ID** drop down arrow and click on the Filer ID you would like to work with.

## Create a Report

1. Create the **Reporting Cycle**:

   a. Click **Add a New Reporting Cycle**.



   b. Select the **Reporting Cycle** from the drop down menu and click **Continue**.

c. Enter or select the date of the Election for Primary, General, Special or Off-Cycle Report
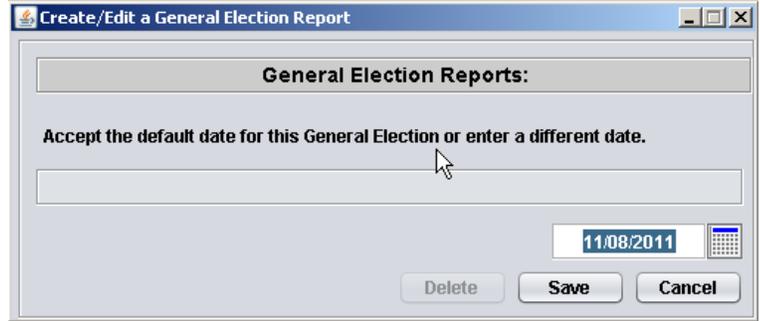
OR

c. Select the year of the January or July Periodic Report.
d. Click **Save**.
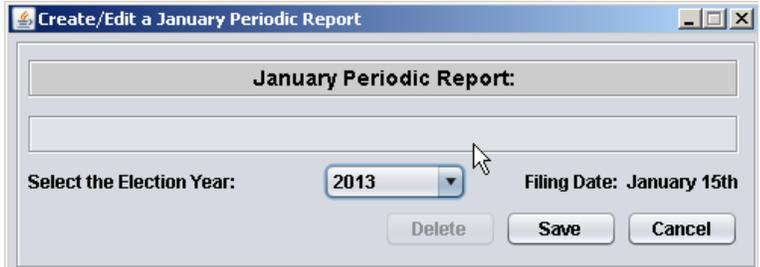
2. Select a **Reporting Period** from the drop down menu.

3. Select a **Schedule** from the drop down menu.

4. Add Transactions:
   a. Click on the **New Transaction** button.

   b. Enter the transaction information and click **Save**.
   c. Continue to add transactions and click **Close** when finished.

   Asterisk indicates a required field.

   To add transactions to a different schedule under the same Reporting Period, repeat steps 3 and 4.

   Keyboard shortcuts **Ctrl c** (copy) and **Ctrl v** (paste) can be used in the software to copy information from one transaction to another.

5. To view the transactions entered, click on the **Transactions Tab.**
   a. Transactions can be sorted by clicking on the field name you would like to sort by. (i.e. Date Received)

## Name and Address Search Tool

The search tool will allow you to search previously entered names and addresses to assist in entering transactions.

1. On the **Schedule Data Entry Screen**, select a type code if applicable.
2. Click on the **Search** button.
3. Enter a name to search for, or leave the field blank for a broader search.
4. Click the **Search** button on the **Name and Address Search Tool** screen.
5. When the list of names pops up, click the name you want to use.
6. Click **Use this name and address.** The name and address will be placed in the name and address fields on the **Schedule Data Entry Screen**.

There are two types of searches that can be done:

- A search on an Individuals First, Middle and/or last name
- A search on an Organization name.

The search screen shown is determined by the type code selected in the Schedule Screen.





## No Transactions to Report

Electronic filers who have no transactions for the reporting period can either file online by visiting our website (www.elections.ny.gov/CFFileReports.html) and filling out the **No-Activity Report** or by completing and mailing a **Termination or Resignation Request Form/No-Activity Report Form (CF-18)** with the **No-Activity Report** box checked.

# Submit a Report

Submitting a report requires two steps.  **First**, you will need to export (save to file) the report.  **Second**, you will need to attach the report to an email and send it to efsfiling@elections.ny.gov.

## Export (Save to File) a Report

1. Select the **Reporting Cycle**.
   a. For Primary, General and Special Election Reports, select the **Reporting Period** you want to submit.
2. Click **File** then click **Export (Save to File) a Report to Send to NYSBOE**.
3. Leave the **Amendment** check box unchecked and click **Continue**.

4. Select the directory under **File Name** that you want to save your file to and click **Open**.

> **Do not alter the name of the file.**
> The software will give your file a name, for loading purposes, that consists of your Filer ID, the last two digits of the year and the letter ending to match the report period code (i.e. A00000.10K).
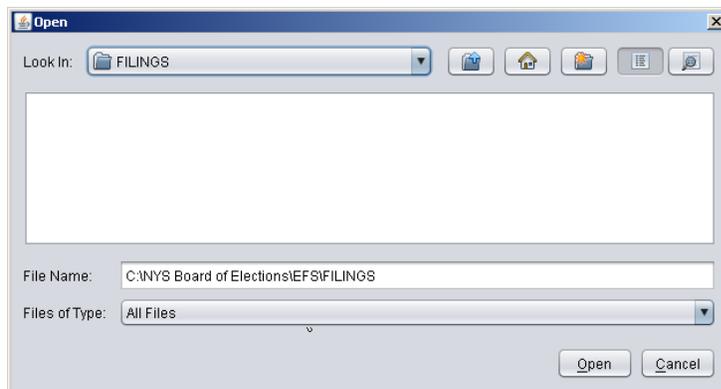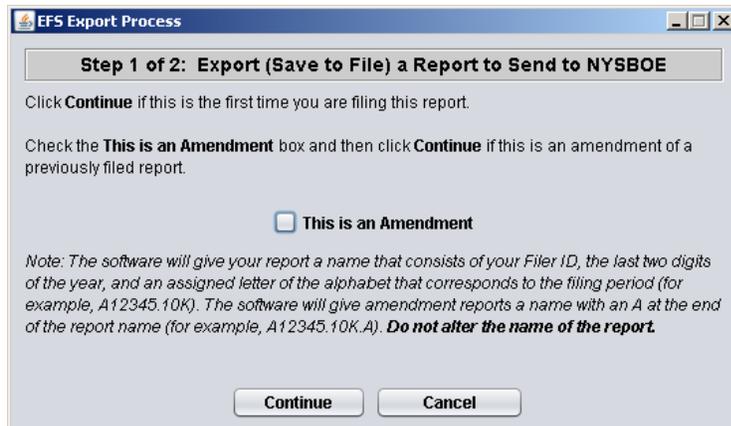
## Email a Report

1. Open your email account to write new or compose new mail.
2. Type efsfiling@elections.ny.gov  in the **To:** address.
3. Type **EFS Disclosure Report** in the **Subject**.
4. Attach the exported disclosure report, saved in the **Export (Save to File) a Report** step, to the email and click **Send**.

## Mail a Report

1. Save your EFS Report onto a diskette, CD or DVD
2. Label your diskette, CD or DVD with your:
    a. Filer ID#
    b. Candidate/Committee Name
    c. Year of Report
    d. Name of Report (e.g., 32-day pre-general; January periodic, etc.)
3. Place diskette, CD or DVD in a secure mailer and mail to:
    NYS Board of Elections
    Attn: Campaign Finance Unit
    40 North Pearl Street, Suite 5
    Albany, NY 12207-2729

In **ALL** cases, the receipt and content of campaign financial disclosure reports sent to NYSBOE need to be verified.


## Verify Receipt and Content of Reports Submitted

After sending your report to NYSBOE (either by email attachment or by mail), it is necessary for you to access the NYSBOE website to verify receipt and content of your filing. It typically takes up to 24 business hours after NYSBOE has received and successfully uploaded your filing to access your Reports online. To do so, follow these steps:

### Verify Receipt

1. Access your Internet browser.
2. Enter **www.elections.ny.gov** in the **Address** line.
3. Click **Campaign Finance.**
4. Click **View Disclosure Reports.**
5. Under **Query the Database** click **View Candidate or Committee by Name.**
6. To search for your Candidate or Committee, enter all or part of the filer's name.
7. Click **Submit Query.**
8. Click your **Filer ID.**

All the campaign financial disclosure reports that NYSBOE has received from you since July 1999 will now be visible.

### Verify Content

1. Click the report you would like to view
2. Click a submitted **Schedule** or **Summary**
3. Confirm that all data is entered and totals are correct
4. To view additional Schedules, click **Back** and repeat

## Amend a Report

### Edit a Reporting Cycle

1. Select the **Reporting Cycle** from the drop down menu.
2. Click **Reporting Cycles** in the menu bar and click **Edit the Dates of the Selected Reporting Cycle**.
3. Enter or select the correct date and click **Save**.
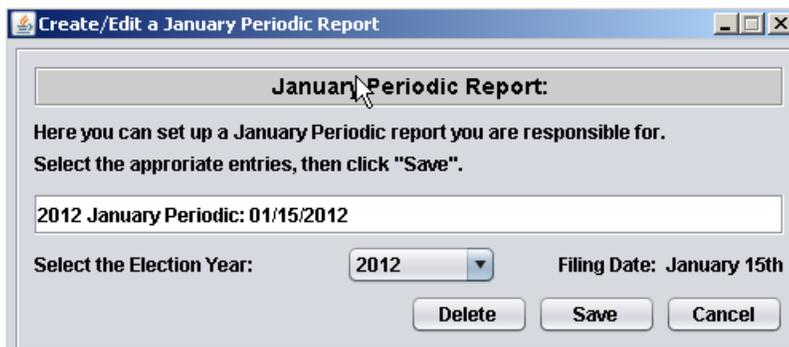
### Edit a Transaction

1. Select the **Reporting Cycle** from the drop down menu.
2. Select the **Reporting Period** from the drop down menu of the transaction you want to edit.
3. Select the **Schedule** from the drop down menu of the transaction you want to edit.
4. Click the transaction you want to edit and click the **View/Edit Transaction button**.
5. Modify the transaction and choose **Save** or **Delete** if you want to delete the transaction.

### Edit a Transaction using Report Inventory

1. Click **Reporting Cycles** in the menu bar and click **Show Report Inventory**
2. Click the Report you want to amend and click **Use the Selected Report**
3. Select the **Schedule** from the drop down menu of the transaction you want to edit.
4. Click the transaction you want to edit and click the **View/Edit Transaction button.**
5. Modify the transaction and choose **Save** or **Delete** if you want to delete the transaction.
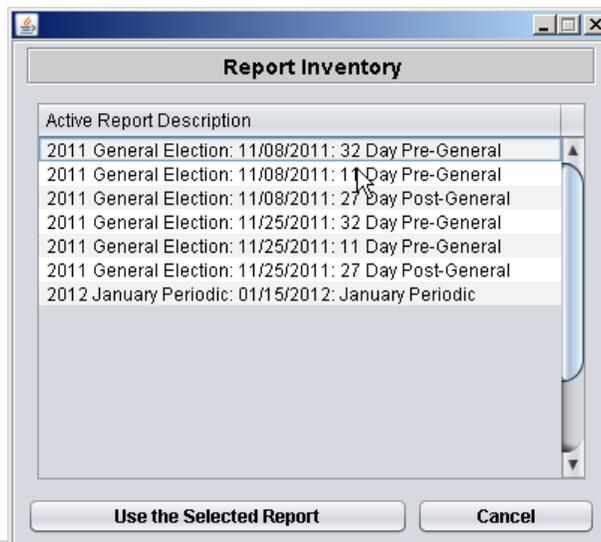
## Add a New Transaction using Report Inventory

1. Click **Reporting Cycles** in the menu bar and click **Show Report Inventory**.
2. Click the Report you want to amend and click **Use the Selected Report**.
3. Select the **Schedule** from the drop down menu to add a new transaction.
4. Click the **New Transaction** button.
5. Add the new transaction and choose **Save**.

## Export (Save to File) an Amended Report

1. Select the **Reporting Cycle**.
2. Select the **Reporting Period** you want to submit.
3. Click **File** then click **Export (Save to File) a Report to Send to NYSBOE**.
4. Select **This is an Amendment** check box and click **Continue**.
5. Select the directory under **File Name** that you want to save your file to and click **Open**.

> **Do not alter the name of the file.** The software will give your file a name, for loading purposes, that consists of your Filer ID, the last two digits of the year, the letter ending to match the report period code and .A to indicate that the filing is an amendment. (i.e. A12345.10K.A).

## Email an Amended Report

1. Open your e-mail account to write new or compose new mail.
2. Type efsfiling@elections.ny.gov in the **To:** address.
3. Type **EFS Disclosure Report** in the **Subject**.
4. Attach the exported disclosure report, saved in step 1, to the email and click **Send**.

## Mail an Amended Report

1. Save your report onto a diskette, CD or DVD
2. Label your diskette, CD or DVD with your:
    a. Filer ID#
    b. Candidate or Committee Name
    c. Year of Report
    d. Name of Report (e.g., 32-day pre-general; January periodic, etc.)
3. Place diskette, CD or DVD in a secure mailer and mail to:
    NYS Board of Elections
    Attn: Campaign Finance Unit
    40 North Pearl Street, Suite 5
    Albany, NY 12207-2729

In **ALL** cases, the receipt and content of campaign financial disclosure reports sent to NYSBOE need to be verified.

## Verify Receipt and Content of Reports Submitted

After sending your report to NYSBOE (either by email attachment or by mail), it is necessary for you to access the NYSBOE website to verify receipt and content of your filing. It typically takes up to twenty-four business hours after NYSBOE has received and successfully uploaded your filing to access your reports online. To do so, follow these steps:

### Verify Receipt

1. Access your Internet browser.
2. Enter **www.elections.ny.gov** in the **Address** line.
3. Click **Campaign Finance.**
4. Click **View Disclosure Reports.**
5. Under **Query the Database** click **View Candidate or Committee by Name.**
6. To search for your Candidate or Committee, enter all or part of the filer's name.
7. Click **Submit Query.**
8. Click your **Filer ID.**

All the campaign financial disclosure reports that NYSBOE has received from you since July 1999 will now be visible.

### Verify Content

1. Click on the report you would like to view
2. Click on a submitted **Schedule** or **Summary**
3. Confirm that all data is entered and totals are correct
4. To view additional Schedules, click **Back** and repeat

## Import a Report

This feature is intended for importing files that were exported from the EFS software (this version or earlier versions).

> All of the schedules in your currently selected filing period will be deleted and replaced with the schedules in the old filing you have chosen to import.
>
> Importing filings out of order could give you an incorrect running balance. To continue to use the running balance feature of the software, import all sequential filings. e.g. Only 2012 filings exist in your current software. You need to import a 2010 filing. All filings submitted between the 2010 filing and the first 2012 filing need to be imported.

1. Create the **Reporting Cycle**:
   a. Click **Add a New Reporting Cycle**.
   b. Select the Reporting Cycle from the drop down menu and click **Continue.**
   c. Enter or select the date of the Election and click **Save**.
2. For Primary, General and Special Election Reports, select the **Reporting Period** from the drop down menu.
3. Click **File** in the menu bar. Then click **Import a Previously Completed Disclosure Report**.
4. Select **Replace** to delete all existing transactions in the selected reporting cycle and reporting period and replace them with the imported transactions or select **Append** to add the imported transactions to the existing transactions in the selected reporting cycle and reporting period.
5. Click **Continue**.
6. Click the **Look In** drop down box to display a list of drives and select the drive where the file you want to import is saved, click on the file name and click **Open**.
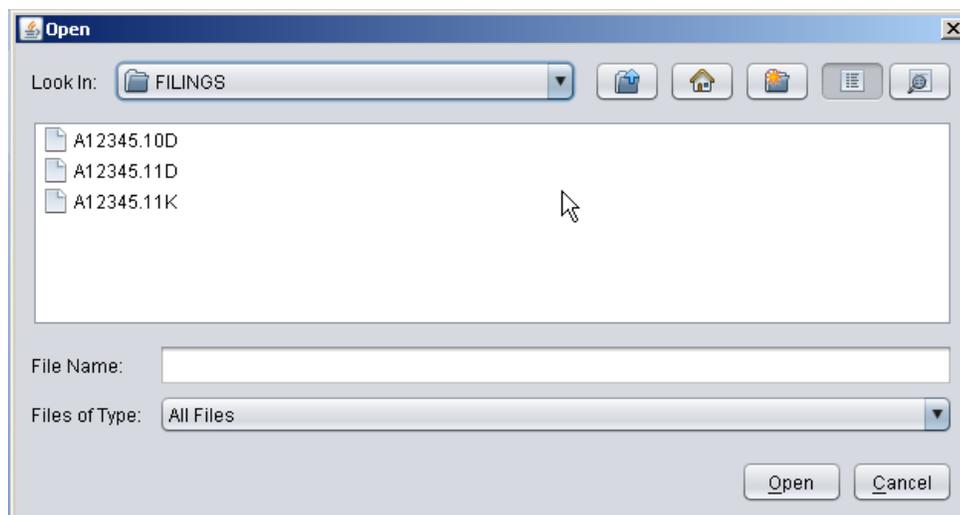
# Delete an existing Candidate/Committee

This feature allows you to delete an existing Candidate/Committee.  Deleting a Candidate/Committee will remove all reports associated with the Candidate/Committee from the software.  It is suggested that you back up your files prior to deleting.

1. Back up your files.
   a. Click **Backups** in the menu bar. Then click **Backup Tool**.
   b. Click the **Backup** button.
   c. Select the directory you want to save the backup file then click **Open**.

   d. Click the **OK** button on the Backup Operation Starting screen.
   e. Backup may take a few minutes. A screen will pop up indicating the backup was successfully completed.  Click the **OK** button.

2. Delete an existing Candidate/Committee
   a. Select **Filer Info** from the menu bar.
   b. Select **Delete One or More Filers** from the drop down menu.
   c. Select the Filer ID that you would like to delete from the drop down menu and click **Delete**.
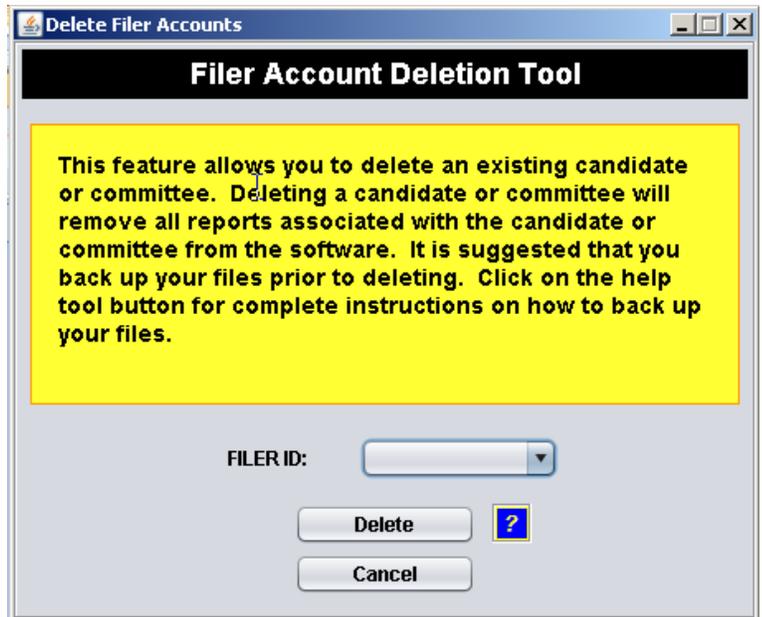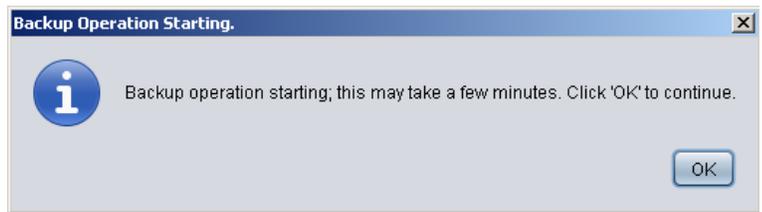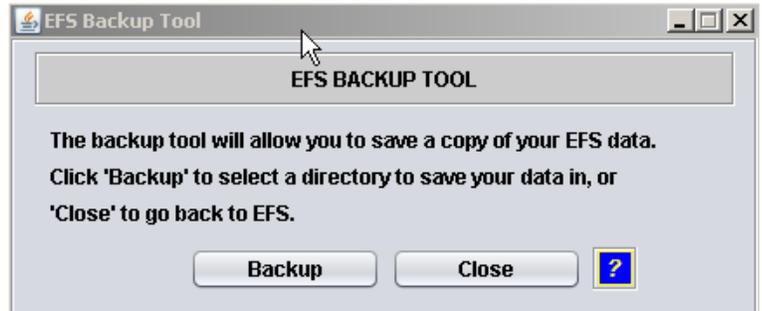
## Update a Filer's Information

### Change the Candidate or Committee Name

1. Select **Filer Info** from the menu bar.
2. Click **Update a Filer's Information**.
3. Change the **Candidate or Committee Name**.
4. Click **Save**.

### Change the PIN

1. Select **Filer Info** from the menu bar.
2. Click **Update a Filer's Information**.
3. Enter the new **PIN**.
4. Enter the new **PIN** again to confirm.
5. Click **Save**.

### Change the Starting Balance

1. Select **Filer Info** from the menu bar.
2. Click **Update a Filer's Information**.
3. Enter the new **Starting Balance**.
4. Click **Save**.

# Print a Report

## View/Print Full Period Report with Summary Page

1. Select **Reports** from the menu bar.
2. Select **View/Print Full Period Report with Summary Page**.
3. Click on the **Save a Full Period Report** button.
4. Select a directory to save your report to then click on **Open**.
5. A **Success!** box will appear when the Full Period Report has been saved. **Make note of the file name and path for opening the report**.
6. Go to the directory that the Full Period Report was saved and double click to open the html file in your internet browser window.
7. Click on **File** in the menu bar then **Page Setup**.
8. Select **landscape** under orientation and select **Enable shrink-to-fit** and **Print Background Color and Images.**
9. Click on **File** then **Print.**
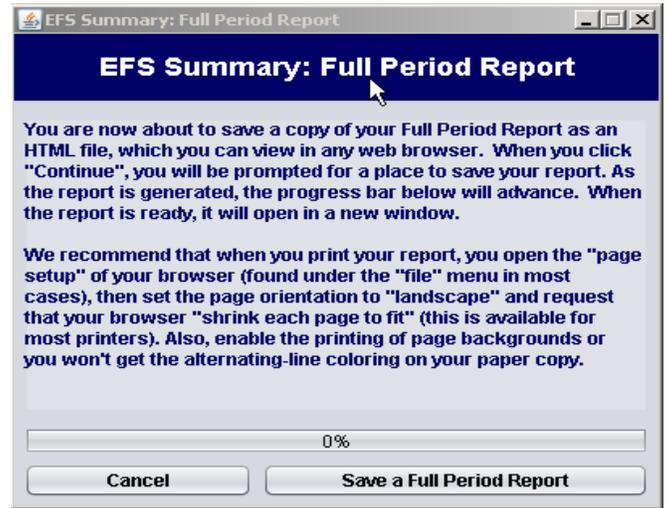
## View a Summary Report for the Selected Reporting Period

1. Select **Reports** from the menu bar.
2. Select **View a Summary Report for the Selected Reporting Period.**
3. Expand the screen 🔲 or scroll to the bottom of the page to see the buttons.
4. Click **Save As PDF File** to save the report to your computer. You can then open and print the saved report.

EFS Summary of Receipts and Expenditures Report will open as a tab on the main screen.

- If you choose to leave the **EFS Summary of Receipts and Expenditures** tab open while you continue to add transactions, click the **Refresh Data** button to update the report.

## Backup Tool

This feature allows you to save a copy of your EFS database.

1. Back up your files.
   a. Click **Backups** in the menu bar. Then click **Backup Tool**.
   b. Click on the **Backup** button.
   c. Select the directory you want to save the backup file then click **Open**.

   d. Click the **OK** button on the Backup Operation Starting screen.
   e. Backup may take a few minutes. A screen will pop up indicating the backup was successfully completed. Click the **OK** button.
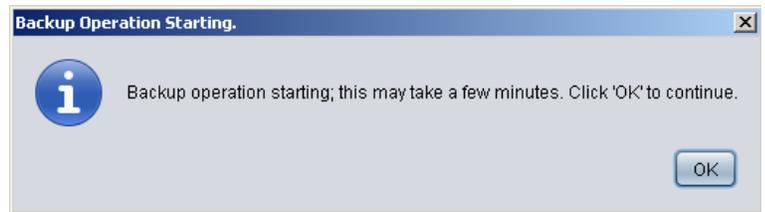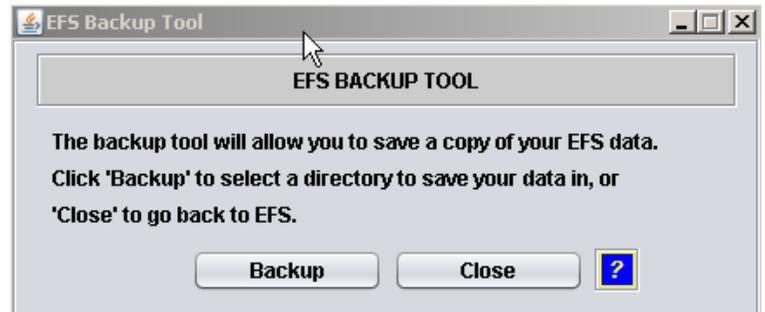
## Restore Tool

This feature allows you to restore a previously backed up copy of your EFS database. This operation cannot be reversed once you finish.

1. Restore from Backup
   a. Click **Backups** in the menu bar. Then click **Restore Tool**.
   b. Click the **Begin Restoring EFS** button.
   c. Click the **Look In** drop down box to display a list of drives and select the drive where the backup file is saved, click the file name and click **Open**.
   d. Restore may take a few minutes. A screen will pop up indicating the restore was successfully completed. Click the **OK** button.
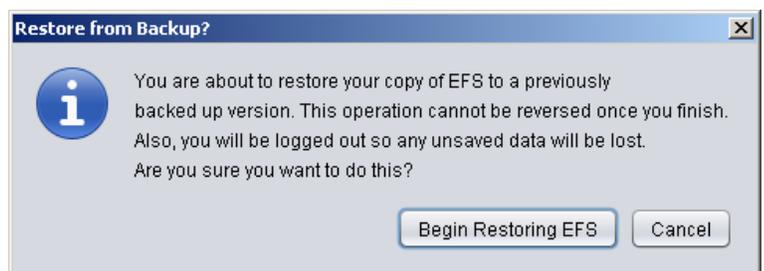
# Appendix

## EFS Data Elements

1. **Reporting Cycle**

   | | |
   |---|---|
   | Primary Election Reports | January Periodic Report |
   | General Election Reports | July Periodic Report |
   | Special Election Reports | Off-Cycle Report |

2. **periodCode (Report ID)**:

   | | | | |
   |---|---|---|---|
   | A | 32 DAY Pre Primary | G | 32 Day Pre Special |
   | B | 11 Day Pre Primary | H | 11 Day Pre Special |
   | C | 10 Day Post Primary | I | 27 Day Post Special |
   | D | 32 Day Pre General | J | Periodic Jan. 15, 20__ |
   | E | 11 Day Pre General | K | Periodic July 15, 20__ |
   | F | 27 Day Post General | L | Off Cycle |

3. **transactionCode (Schedule):**

   | | |
   |---|---|
   | A | Monetary Contributions Received From: Individual & Partnerships |
   | B | Monetary Contributions Received From: Corporate |
   | C | Monetary Contributions Received From: All Other |
   | D | In-Kind (Non-Monetary) Contributions Received |
   | E | Other Receipts Received |
   | F | Expenditures/Payments |
   | G | Transfers In |
   | H | Transfers Out |
   | I | Loans Received |
   | J | Loan Repayments |
   | K | Liabilities/Loans Forgiven |
   | L | Expenditure Refunds (Increases Balance) |
   | M | Contributions Refunded (Decreases Balance) |
   | N | Outstanding Liabilities/Loans |
   | O | Partnership / Subcontractor |
   | P | Non-Campaign Housekeeping Receipts |
   | Q | Non-Campaign Housekeeping Expenses |
   | R | Expense Allocation Among Candidates |

4. **cntrbCode (Contributor Type Code)**:

   | | |
   |---|---|
   | CAN | Candidate/Candidate Spouse |
   | FAM | Candidate Family Members |
   | IND | Individual |
   | PART | Partnership, including LLPs |
   | CORP | Corporation |
   | COMM | Committee |
   | UNIT | Unitemized |

5. **ContributorCode (Contributor Type):**

   Limited Liability Company (LLC)
   Political Action Committee (PAC)
   Political Committee (PLC)
   Other (OTH)

# EFS Data Elements continued:

6. **cntrbTyp**e **(Contribution Type):**

   1 = Services/Facilities Provided
   2 = Property Given
   3 = Campaign Expenses Paid

7. **receiptAmount**: (**Receipt Type**):

   | INT/DIV | Interest/Dividends |
   |---------|--------------------|
   | PROC    | Proceeds Sale/Lease |
   | OTH     | Other |

8. **receiptCode**: (**Receipt Code**):

   IND    - Individual
   PART  - Partnership, including LLPs
   CORP – Corporation
   COMM - Committee
   UNIT   - Unitemized

9. **purposeCode: (Expenditure Purpose Code):**

   | CMAIL | Campaign Mailings | POLLS | Polling Costs |
   |-------|-------------------|-------|---------------|
   | CONSL | Campaign Consultant | POSTA | Postage |
   | CONSV | Constituent Services | PRINT | Print Ads |
   | CNTRB | Political Contributions | PROFL | Professional Services |
   | FUNDR | Fundraising | RADIO | Radio Ads |
   | LITER | Campaign Literature | RENTO | Office Rent |
   | OFFCE | Office Expenses | TVADS | Television Ads |
   | OTHER | Other: Must Provide Explanation | VOTER | Voter Reg. Materials or Services |
   | PETIT | Petition Expenses | WAGES | Campaign Workers' Salaries |
   | INT | Interest Expenses | BKFEE | Bank Fees |
   | REIMB | Reimbursement | LWNSN | Lawn Signs |
   | R-DET | Reimbursement Detail Item | | |

10. **purposeCode: (Purpose Code Schedule Q):**

    | RENTO | Office Rent |
    |-------|-------------|
    | UTILS | Utilities |
    | PAYRL | Payroll |
    | POSTA | Postage |
    | PROFL | Professional Services |
    | OFEXP | Office Expenses |
    | MAILS | Mailings |
    | OTHER | Other: Provide Explanation |
    | VOTER | Voter Registration Materials or Services |

11. **transferType (Transfer Type):**

    Type 1 – Between a party or constituted committee and a candidate or a candidate's authorized committee.
    Type 2 – Between two authorized committees SOLELY supporting the same candidate.

# Updated EFS Output File Format Reference by Schedule Type – Schedules A - F

NOTE: T3-TRID is simply an integer that is unique within a given output file. Easiest to start with 1 and count upwards (e.g. make it a record number). Also: All address lines below should have the apartment pre-pended to them, i.e. "Apt. 5, 111 State Street". We don't have a separate apartment field.

| CSV Position | BYTES: | A: | B: | C: | D: | E: | F: |
|---|---|---|---|---|---|---|---|
| 1 | 6 | filerID | filerID | filerID | filerID | filerID | filerID |
| 2 | 1 | periodCode | periodCode | periodCode | periodCode | periodCode | periodCode |
| 3 | 1 | A | B | C | D | E | F |
| 4 | 4 | eYear | eYear | eYear | eYear | eYear | eYear |
| 5 | 10 | T3-TRID | T3-TRID | T3-TRID | T3-TRID | T3-TRID | T3-TRID |
| 6 | 10 | dateReceived | dateReceived | dateReceived | dateReceived | dateReceived | datePaid |
| 7 | 10 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 8 | 5 | transactionCode | BLANK | ContributorCode | cntrbCode | BLANK | BLANK |
| 9 | 1 | BLANK | BLANK | BLANK | cntrbType | BLANK | BLANK |
| 10 | 50 | contributorName | contributorName | contributorName | contributorName | contributorName | payeeName |
| 11 | 50 | contributorFirstName | BLANK | BLANK | contributorFirstName | BLANK | BLANK |
| 12 | 1 | contributorMiddleInitial | BLANK | BLANK | contributorMiddleInitial | BLANK | BLANK |
| 13 | 50 | contributorLastName | BLANK | BLANK | contributorLastName | BLANK | BLANK |
| 14 | 50 | contributorAddress | contributorAddress | contributorAddress | contributorAddress | contributorAddress | payeeAddress |
| 15 | 50 | contributorCity | contributorCity | contributorCity | contributorCity | contributorCity | payeeCity |
| 16 | 2 | contributorState | contributorState | contributorState | contributorState | contributorState | payeeState |
| 17 | 10 | contributorZipcode | contributorZipcode | contributorZipcode | contributorZipcode | contributorZipcode | payeeZipcode |
| 18 | 23 | Pmt Code + checkNumber | Pmt Code + checkNumber | Pmt Code + checkNumber | BLANK | BLANK | Pmt Code + checkNumber |
| 19 | 10 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 20 | 13 | checkAmount | checkAmount | checkAmount | cntrbAmount | receiptAmount | checkAmount |
| 21 | 10 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 22 | 250 | BLANK | BLANK | BLANK | briefDescription | BLANK | BLANK |
| 23 | 24 | BLANK | BLANK | BLANK | BLANK | receiptType | BLANK |
| 24 | 5 | BLANK | BLANK | BLANK | BLANK | BLANK | purposeCode |
| 25 | 5 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 26 | 250 | additionalNote | additionalNote | additionalNote | BLANK | additionalNote | otherExplanation |
| 27 | 1 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 28 | 1 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 29 | 8 | user initials | user initials | user initials | user initials | user initials | user initials |
| 30 | 19 | filing date | filing date | filing date | filing date | filing date | filing date |
| 31 | 2 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 32 | 8 | PIN | PIN | PIN | PIN | PIN | PIN |
| 33 | 4 | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) |
| 34 | 10 | EFS Version | EFS Version | EFS Version | EFS Version | EFS Version | EFS Version |
| 35 | 84 | *data meant to differentiate between multiple specials and generals, etc: "11/01/2011\|General\|D"* | | | | | |

# Updated EFS Output File Format Reference by Schedule Type – Schedules G - L

NOTE: T3-TRID is simply an integer that is unique within a given output file. Easiest to start with 1 and count upwards (e.g. make it a record number). Also: All address lines below should have the apartment pre-pended to them, i.e. "Apt. 5, 111 State Street". We don't have a separate apartment field.

| CSV Position | BYTES: | G: | H: | I: | J: | K: | L: |
|---|---|---|---|---|---|---|---|
| 1 | 6 | filerID | filerID | filerID | filerID | filerID | filerID |
| 2 | 1 | periodCode | periodCode | periodCode | periodCode | periodCode | periodCode |
| 3 | 1 | G | H | I | J | K | L |
| 4 | 4 | eYear | eYear | eYear | eYear | eYear | eYear |
| 5 | 10 | T3-TRID | T3-TRID | T3-TRID | T3-TRID | T3-TRID | T3-TRID |
| 6 | 10 | transferDate | transferDate | loanDate | originalLoanDate | dateForgiven | dateRefundReceived |
| 7 | 10 | BLANK | BLANK | BLANK | BLANK | originalLoanDate | originalPaymentDate |
| 8 | 5 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 9 | 1 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 10 | 50 | transferorName | transfereeName | lenderName | lenderName | lenderName | payorName |
| 11 | 50 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 12 | 1 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 13 | 50 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 14 | 50 | transferorAddress | transfereeAddress | lenderAddress | lenderAddress | lenderAddress | payorAddress |
| 15 | 50 | transferorCity | transfereeCity | lenderCity | lenderCity | lenderCity | payorCity |
| 16 | 2 | transferorState | transfereeState | lenderState | lenderState | lenderState | payorState |
| 17 | 10 | transferorZip | transfereeZipcode | lenderZipcode | lenderZipcode | lenderZipcode | payorZipcode |
| 18 | 23 | Pmt Code + checkNumber | Pmt Code + checkNumber | BLANK | Pmt Code + checkNumber | BLANK | BLANK |
| 19 | 10 | BLANK | BLANK | BLANK | repaymentDate | BLANK | BLANK |
| 20 | 13 | transferAmount | transferAmount | loanAmount | checkAmount | amountForgiven(loan) | paymentAmount |
| 21 | 10 | BLANK | BLANK | BLANK | BLANK | amountForgiven(liability) | BLANK |
| 22 | 250 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 23 | 24 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 24 | 5 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 25 | 5 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 26 | 250 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 27 | 1 | transferType | transferType | BLANK | BLANK | BLANK | BLANK |
| 28 | 1 | BLANK | BLANK | isBankLoan (B = bank loan, O = other) | BLANK | BLANK | BLANK |
| 29 | 8 | user initials | user initials | user initials | user initials | user initials | user initials |
| 30 | 19 | filing date | filing date | filing date | filing date | filing date | filing date |
| 31 | 2 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 32 | 8 | PIN | PIN | PIN | PIN | PIN | PIN |
| 33 | 4 | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) |
| 34 | 10 | EFS VERSION | EFS VERSION | EFS VERSION | EFS VERSION | EFS VERSION | EFS VERSION |
| 35 | 84 | *data meant to differentiate between multiple specials and generals, etc: "11/01/2011\|General\|D"* | | | | | |

## Updated EFS Output File Format Reference by Schedule Type – Schedules M - R

NOTE: T3-TRID is simply an integer that is unique within a given output file. Easiest to start with 1 and count upwards (e.g. make it a record number).  Also: All address lines below should have the apartment pre-pended to them, i.e. "Apt. 5, 111 State Street".  We don't have a separate apartment field.

| CSV Position | BYTES: | M: | N: | O: | P: | Q: | R: |
|---|---|---|---|---|---|---|---|
| 1 | 6 | filerID | filerID | filerID | filerID | filerID | filerID |
| 2 | 1 | periodCode | periodCode | periodCode | periodCode | periodCode | periodCode |
| 3 | 1 | M | N | O | P | Q | R |
| 4 | 4 | eYear | eYear | eYear | eYear | eYear | eYear |
| 5 | 10 | T3-TRID | T3-TRID | T3-TRID | T3-TRID | T3-TRID | T3-TRID |
| 6 | 10 | dateRefunded | oLLDate | dateReceived | dateReceived | datePaid | dateAllocated |
| 7 | 10 | originalDateReceived | BLANK | BLANK | BLANK | BLANK | BLANK |
| 8 | 5 | BLANK | BLANK | PART or SUBC | receiptCode | BLANK | BLANK |
| 9 | 1 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 10 | 50 | contributorName | lenderName | partnership(provider)Name | contributorName | payeeName | BLANK |
| 11 | 50 | BLANK | BLANK | partnerFirstName | contributorFirstName | BLANK | candidateFirstName |
| 12 | 1 | BLANK | BLANK | partnerMiddleInitial | contributorMiddleInitial | BLANK | candidateMiddleInitial |
| 13 | 50 | BLANK | BLANK | partnerLastName | contributorLastName | BLANK | candidateLastName |
| 14 | 50 | contributorAddress | lenderAddress | BLANK | contributorAddress | payeeAddress | District/Office/E-Year |
| 15 | 50 | contributorCity | lenderCity | BLANK | contributorCity | payeeCity | BLANK |
| 16 | 2 | contributorState | lenderState | BLANK | contributorState | payeeState | BLANK |
| 17 | 10 | contributorZipcode | lenderZipcode | BLANK | contributorZipcode | payeeZipcode | BLANK |
| 18 | 23 | Pmt Code + checkNumber | BLANK | BLANK | Pmt Code + checkNumber | Pmt Code + checkNumber | BLANK |
| 19 | 10 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 20 | 13 | checkAmount | oLLOriginalAmount | contributionAmount | checkAmount | amountPaid | amountAttributed |
| 21 | 10 | BLANK | oLLOutstandingAmount | partner(provider)AmountDistributed | BLANK | BLANK | BLANK |
| 22 | 250 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 23 | 24 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 24 | 5 | BLANK | oLLPurposeCode | BLANK | BLANK | purposeCode | BLANK |
| 25 | 5 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 26 | 250 | BLANK | oLLOtherExplanation | BLANK | BLANK | otherExplanation | BLANK |
| 27 | 1 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 28 | 1 | BLANK | currentOrPrior (C or P) | BLANK | BLANK | BLANK | BLANK |
| 29 | 8 | user initials | user initials | user initials | user initials | user initials | user initials |
| 30 | 19 | filing date | filing date | filing date | filing date | filing date | filing date |
| 31 | 2 | BLANK | BLANK | BLANK | BLANK | BLANK | BLANK |
| 32 | 8 | PIN | PIN | PIN | PIN | PIN | PIN |
| 33 | 4 | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) | County (BLANK) |
| 34 | 10 | EFS VERSION | EFS VERSION | EFS VERSION | EFS VERSION | EFS VERSION | EFS VERSION |
| 35 | 84 | *data meant to differentiate between multiple specials and generals, etc: "11/01/2011|General|D"* | | | | | |