113 Election Campaign and Lobbyist Reporting

Functional Group ID= ${CL}$

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Election Campaign and Lobbyist Reporting Transaction Set (113) for use within the context of an Electronic Data Interchange (EDI) environment. This Bi-directional transaction set can be used by candidates, candidate committees, party committees, political action groups, lobbyists and other entities to exchange disclosure data.

Notes:

- 1. Registered lobbying firms in the state of California can use this transaction set to submit California 1990 form 625 (Report of Lobbying Firm); California 1990 form 630 (Attachment Payments Made to Lobbying Coalitions); and California 1990 form 615 (Lobbyist Report). If this IC is used to transmit a form 625, table 1 and illustrated HL loop 2/HL/0100 Must be transmitted (see note 10 below for an explanation of an illustrated HL loop). If this IC is used to submit a form 630, table 1 and the illustrated HL loop 2/HL/0101 MUST be transmitted. If this IC is used to submit a form 615, table 1 and the illustrated HL loop 2/HL/0102 MUST be transmitted. If two or more forms are submitted, table 1 is transmitted only one time.
- 2. This IC can be used to amend previously submitted data. The amended data is a total replacement of the form.
- 3. Throughout this implementation convention, reference is made to segments and data elements within this transaction set. Segments are identified in the following manner 1/NM1/0700. The first number identifies the table that contains the segment. The 2 or 3 characters between the slash marks identify the segment (in the example, NM1 identifies the Individual or Organizational Name segment). The last 4 numbers identify the position of the segment within the table. Thus, 1/NM1/0700 identifies the Individual or Organizational Name segment in table 1 at position 0700.
- 4. A combination of the segment identifier and the position of the data element within the segment, e.g., BGN06 identify data elements within segments. BGN identifies the Beginning Segment and 06 identifies data element 127 which is the sixth data element within the BGN segment.
- 5. Composite data elements are identified in a manner similar to data elements, e.g., AWD01-04. AWD identifies the Amount with Description segment; 01 identifies composite data element C007, which is the first data element within the segment; and -04 identifies sub data element 935, which is the fourth sub data element within the composite data element C007.
- 6. This transaction set contains segments and data elements that by the X12 standard are mandatory. A mandatory segment is identified by an ''M'' in the Requirement Designator field within the transaction set table and by the word ''MANDATORY'' in the Usage row on the segment page. Data elements that are mandatory by the X12 standard are identified by an ''M'' in the first column under the ATTRIBUTES on the segment page. Mandatory segments MUST be present in all transmissions of this transaction set. Mandatory data elements MUST be present in all mandatory segments and in those optional segments that are used in the transaction set.
- 7. This transaction set also contains segments and data elements whose uses are optional by the X12 standard. These segments and data elements are identified in a similar manner as are the mandatory segments and data elements except an "O" is displayed in lieu of an "M" and the word "OPTIONAL" is used in place of "MANDATORY". Optional segments and data elements may be used at the discretion of the originator of the transaction set except when the words "MUST USE" are present. In this instance, the segment or data element MUST be present in the occurrence of the illustrated HL loop in which the annotation appears.
- 8. This transaction set contains segments and data elements that are optional by the X12 standard but are REQUIRED by this implementation convention under specified conditions. In this instance the word "REQUIRED" will appear in a note associated with the segment or data element and the condition requiring the

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use of the segment or data element will be specified in this note. Use of the segment, data element or code are REQUIRED whenever the specified condition is present.

- 9. This transaction set contains a HL loop (which includes all segments 2/HL/0100 through 2/MTX/3500) in table 2. This HL loop is used to transmit data applicable to a form or schedule and to categorize that data.
- 10. Within this 113 transaction set there is only one HL loop identified in table 2, however, this loop may be repeated an infinite number of times. For ease of understanding this implementation convention, the data required by each form or schedule is identified in a separate illustrated HL loop. The illustrated HL loops identify the segments, data elements and codes that are to be used to provide the data required by the form or schedule. The illustrated HL loops can be identified by their position numbers within the transaction set. The HL loop within this 113 transaction set starts at position 2/0100 and ends at position 2/3500. Each segment in the HL loop is at a position that is incremented by 100 from the HL segment, e.g., the second segment in the HL loop is at position 2/0200. Each of the segments in the illustrated loops is incremented by 1 from the segments in the basic HL loop, e.g., 2/0101 through 2/3501, 2/0102 through 2/3502, etc. Notes that appear in these illustrative loops will refer to segments by their ACTUAL positions within the X12 transaction set, NOT by their illustrated positions.
- 11. Each HL loop that starts a form or schedule MUST cite code RP (Report) in HL03. There may be other HL loops within a form or schedule. Each of these loops will cite a code other than RP in HL03. Each code listed in HL03 may be used ONLY one time in each HL loop that transmits data for a form or schedule. All HL loops MUST be numbered consecutively in HL01 throughout the entire transaction set.
- 12. Codes listed in data elements are the only codes that may be used in that data element.
- 13. Instructions regarding the use of this transaction set to comply with the reporting requirements of the California Secretary of State's office will appear as italicized, bolded, shaded text. Any other text that appears within this transaction set is part of the X12 standard.
- 14. Segment syntax and semantic notes are part of the X12 standard and MUST be complied with.
- 15. This IC accommodates all the instructions for completing a form.

Heading:

Page <u>No.</u> 6	Pos. <u>No.</u> 0100	Seg. ID ST	<u>Name</u> Transaction Set Header	Req. Des. M	Max.Use	Loop <u>Repeat</u>	Notes and Comments
7	0200	BGN	Beginning Segment	M	1		
Not Used	0300	N9	Reference Identification	O	>1		
Not Used	0400	DTM	Date/Time Reference	O	>1		
Not Used	0500	LQ	Industry Code	O	>1		n1
Not Used	0600	MTX	Text	O	>1		
			LOOP ID - NM1			>1	
9	0700	NM1	Individual or Organizational Name	О	1		n2
11	0800	N2	Additional Name Information	O	2		
Not Used	0900	N3	Address Information	O	2		
Not Used	1000	N4	Geographic Location	O	1		
Not Used	1100	PER	Administrative Communications Contact	O	>1		
Not Used	1200	N9	Reference Identification	O	>1		
			LOOP ID - AWD			>1	
Not Used	1300	AWD	Amount with Description	О	1		n3
Not Used	1400	LQ	Industry Code	O	>1		n4
Not Used	1500	MTX	Text	О	>1		

Detail:

Page	Pos.	Seg.	Req.	Loop	Notes and
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<u>No.</u>	<u>No.</u>	<u>ID</u>	<u>Name</u> LOOP ID - HL	Des.	Max.Use	Repeat >1	Comments
12	0100	HL	Hierarchical Level	0	1		n5
			LOOP ID - N9			>1	
14	0200	N9	Reference Identification	О	1		
16	0300	DTM	Date/Time Reference	О	>1		
Not Used	0400	NX2	Location ID Component	О	>1		
17	0500	LQ	Industry Code	O	>1		n6
18	0600	MTX	Text	O	>1		
			LOOP ID NIM1			. 1	
19	0700	NM1	LOOP ID - NM1 Individual or Organizational Name	O	1	>1	n7
		N2	Additional Name Information		2		117
24 25	0800 0900	N3	Address Information	0	2		
		N4			1		
26	1000		Geographic Location	0			
27	1100	PER	Administrative Communications Contact	0	>1		
28	1200	N9	Reference Identification	0	>1		
30	1300	DTM	Date/Time Reference	0	>1		
31	1400	NX2	Location ID Component	0	>1		
Not Used	1500	EMS	Employment Position	0	>1		
32	1600	TPB	Business Professional Title	0	>1		
Not Used	1700	PWK	Paperwork	0	>1		
Not Used	1800	PAM	Period Amount	0	>1		
Not Used	1900	G86	Signature	0	1		
Not Used	2000	MTX	Text	0	>1		
			LOOP ID - LQ			>1	
33	2100	LQ	Industry Code	О	1		
Not Used	2200	N9	Reference Identification	О	>1		
Not Used	2300	DTM	Date/Time Reference	О	>1		
Not Used	2400	PCT	Percent Amounts	О	>1		
Not Used	2500	QTY	Quantity	O	>1		
Not Used	2600	MTX	Text	O	>1		
			LOOP ID - AWD			>1	
34	2700	AWD	Amount with Description	О	1		
38	2800	DTM	Date/Time Reference	О	>1		
Not Used	2900	PCT	Percent Amounts	О	>1		
Not Used	3000	QTY	Quantity	О	>1		
39	3100	N9	Reference Identification	О	>1		
Not Used	3200	PDL	Payment Details	О	>1		
Not Used	3300	LQ	Industry Code	0	>1		
Not Used	3400	N1	Name	0	>1		
41	3500	MTX	Text	О	>1		
			LOOP ID - HL			>1	
42	0101	111			1	>1	0
42	0101	HL	Hierarchical Level	0	1	. 1	n8
4.4	0201	NO	LOOP ID - N9	0	1	>1	
44	0201	N9	Reference Identification	0	1		
46	0301	DTM	Date/Time Reference	0	>1		
Not Used	0401	NX2	Location ID Component	0	>1		0
Not Used	0501	LQ	Industry Code	0	>1		n9
47	0601	MTX	Text	0	>1		
			LOOP ID - NM1			>1	

40	0701	INIVII	individual of Organizational Name	O	1		1110
50	0801	N2	Additional Name Information	O	2		
51	0901	N3	Address Information	О	2		
52	1001	N4	Geographic Location	О	1		
Not Used	1101	PER	Administrative Communications Contact	О	>1		
53	1201	N9	Reference Identification	О	>1		
Not Used	1301	DTM	Date/Time Reference	О	>1		
Not Used	1401	NX2	Location ID Component	О	>1		
Not Used	1501	EMS	Employment Position	О	>1		
Not Used	1601	TPB	Business Professional Title	О	>1		
Not Used	1701	PWK	Paperwork	О	>1		
Not Used	1801	PAM	Period Amount	O	>1		
Not Used	1901	G86	Signature	O	1		
Not Used	2001	MTX	Text	0	>1		
1100 0000	2001		LOOP ID - LQ		7.	>1	
Not Used	2101	LQ	Industry Code	0	1	>1	
Not Used	2201	N9	Reference Identification	0	>1		
Not Used	2301	DTM	Date/Time Reference	0	>1		
Not Used	2401	PCT	Percent Amounts	0	>1		
Not Used	2501	QTY	Quantity	0	>1		
Not Used	2601	MTX	Text	0	>1		
			LOOP ID - AWD			>1	
55	2701	AWD	Amount with Description	О	1		
Not Used	2801	DTM	Date/Time Reference	О	>1		
Not Used	2901	PCT	Percent Amounts	O	>1		
Not Used	3001	QTY	Quantity	O	>1		
57	3101	N9	Reference Identification	O	>1		
Not Used	3201	PDL	Payment Details	О	>1		
Not Used	3301	LQ	Industry Code	О	>1		
Not Used	3401	N1	Name	О	>1		
59	3501	MTX	Text	О	>1		
			LOOP ID - HL			>1	
60	0102	HL	Hierarchical Level	О	1	<i>></i> 1	n11
00	0102	TIL	LOOP ID - N9		1	、1	n11
<i>(</i> 2	0202	NIO		0	1	>1	
62	0202	N9	Reference Identification	0	1		
64	0302	DTM	Date/Time Reference	0	>1		
Not Used	0402	NX2	Location ID Component	0	>1		
65	0502	LQ	Industry Code	O	>1		n12
66	0602	MTX	Text	О	>1		
			LOOP ID - NM1			>1	
67	0702	NM1	Individual or Organizational Name	0	1		n13
71	0802	N2	Additional Name Information	0	2		
72	0902	N3	Address Information	О	2		
73	1002	N4	Geographic Location	О	1		
74	1102	PER	Administrative Communications Contact	О	>1		
75	1202	N9	Reference Identification	О	>1		
77	1302	DTM	Date/Time Reference	О	>1		
78	1402	NX2	Location ID Component	O	>1		
Not Used	1502	EMS	Employment Position	0	>1		
79	1602	TPB	Business Professional Title	0	>1		
	-						

O

1

n10

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0701 NM1

Individual or Organizational Name

Not Used						
Not Osca	1702	PWK	Paperwork	0	>1	
Not Used	1802	PAM	Period Amount	0	>1	
Not Used	1902	G86	Signature	0	1	
Not Used	2002	MTX	Text	0	>1	
			LOOP ID - LQ			>1
80	2102	LQ	Industry Code	0	1	
Not Used	2202	N9	Reference Identification	0	>1	
Not Used	2302	DTM	Date/Time Reference	0	>1	
Not Used	2402	PCT	Percent Amounts	O	>1	
Not Used	2502	QTY	Quantity	0	>1	
Not Used	2602	MTX	Text	O	>1	
			LOOP ID - AWD			>1
81	2702	AWD	LOOP ID - AWD Amount with Description	0	1	>1
81 83	2702 2802	AWD DTM		0	1 >1	>1
			Amount with Description		•	>1
83	2802	DTM	Amount with Description Date/Time Reference	O	>1	>1
83 Not Used	2802 2902	DTM PCT	Amount with Description Date/Time Reference Percent Amounts	O O	>1 >1 >1	>1
83 Not Used Not Used	2802 2902 3002	DTM PCT QTY	Amount with Description Date/Time Reference Percent Amounts Quantity	0 0	>1 >1 >1 >1	>1
Not Used Not Used 84	2802 2902 3002 3102	DTM PCT QTY N9	Amount with Description Date/Time Reference Percent Amounts Quantity Reference Identification	0 0 0 0	>1 >1 >1 >1 >1	>1
83 Not Used Not Used 84 Not Used	2802 2902 3002 3102 3202	DTM PCT QTY N9 PDL	Amount with Description Date/Time Reference Percent Amounts Quantity Reference Identification Payment Details	0 0 0 0 0	>1 >1 >1 >1 >1 >1	>1
83 Not Used Not Used 84 Not Used Not Used	2802 2902 3002 3102 3202 3302	DTM PCT QTY N9 PDL LQ	Amount with Description Date/Time Reference Percent Amounts Quantity Reference Identification Payment Details Industry Code	0 0 0 0 0	>1 >1 >1 >1 >1 >1 >1	>1

Transaction Set Notes

- 1/0500 The LQ segment provides coded information related to a filing, such as, a notice of a late filing.
- 1/0700 The NM1 segment provides name and address information regarding the sender and receiver of a filing.
- 1/1300 The AWD loop provides monetary amounts covering fees and related information associated with a late filing.
- 1/1400 The LQ segment provides coded information related to the monetary amounts carried in the AWD loop.
- 2/0100 The HL loop divides a filing into sections such as basic report information, loans, contributions, receipts, expenditures, related parties and other information contained in a filing.
- 2/0500 The LQ segment provides coded information related to an individual report identified in the N9 segment.
- 2/0700 The NM1 segment provides name, address and related information for reportable entities, such as filers, committees, committee officers, and contributors.
- 2/2100 The LQ loop provides coded information, such as, type of committee, last office held by a candidate, and other information about the entities identified in the NM1 segment.
- 2/3300 The LQ segment provides coded information related to the monetary amount carried in the AWD segment as reported for the entity identified in the NM1 loop.
- 2/3400 The N1 segment provides the name of an entity who benefited from an expenditure made by a party identified in the NM1 segment.

Segment: ST Transaction Set Header

Position: 0100

Loop:

Level: Heading Usage: Mandatory

Max Use: 1

Purpose:

To indicate the start of a transaction set and to assign a control number

Syntax Notes:

Semantic Notes:

- 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
- 2 The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition.

Comments:

M	Ref. <u>Des.</u> ST01	Data <u>Element</u> 143	Name Transaction Set Identifier Code	Attr M	ributes ID 3/3
			Code uniquely identifying a Transaction Set		
			113 Election Campaign and Lobbyist Repor	ting	
M	ST02	329	Transaction Set Control Number	\mathbf{M}	AN 4/9
			Identifying control number that must be unique within the tra- functional group assigned by the originator for a transaction		ion set
			A unique number assigned by the submitter of the transacti application program. This same number is cited in SE02 of segment.		
	ST03	1705	Implementation Convention Reference	O	AN 1/35
			Reference assigned to identify Implementation Convention		
			Cite 113CA625		

BGN Beginning Segment **Segment: Position:** 0200 Loop: Level: Heading Usage: Mandatory Max Use: **Purpose:** To indicate the beginning of a transaction set **Syntax Notes:** If BGN05 is present, then BGN04 is required. **Semantic Notes:** BGN02 is the transaction set reference number. BGN03 is the transaction set date. 3 BGN04 is the transaction set time. BGN05 is the transaction set time qualifier. BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction. **Comments: Notes:** This segment is used to provide basic information regarding the data contained within this transaction set. **Data Element Summary** Ref. Data Element Des. Name Attributes BGN01 353 **Transaction Set Purpose Code** M ID 2/2 Code identifying purpose of transaction set Use this data element to identify the purpose of the data contained within this transaction set. Only one of the listed codes may be used. 00 Original Use this code to indicate an original submission of the data contained within this transaction set. When this code is used, BGN07 is REQUIRED and MUST cite code ED. CO Corrected 1. Use this code to indicate that the data contained within this transaction set has been amended from a previous submission. The amended data is a total replacement of the data that was previously submitted (i.e., form 625, or form 630, or form 615). 2. When this code is used, BGN06 is REQUIRED and MUST contain the unique number of the previously transmitted transaction set. 3. The unique number of the previously transmitted transaction set was carried in BGN02 of that transmission. BGN02 127 **Reference Identification** M AN 1/50

 \mathbf{M}

M Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Use this data element to provide a unique number that can be used to identify this transmission in future communications between the submitter and receiver of this transaction set. This number is different than the number that is contained in ST02. \mathbf{M} BGN03 373 Date M DT 8/8 Date expressed as CCYYMMDD Use this data element to identify the transmission date of this transaction set. BGN04 337 Time X TM 4/8 Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds

			are expressed as follows: $D = tenths (0-9)$ and $DD = hundredths (00-99)$					
			This data element may be used to identify the time of the ti	ansm	ission.			
			Identify the time as local time in HHMM format.					
Not Used	BGN05	623	Time Code	O	ID 2/2			
			Code identifying the time. In accordance with International					
			Organization standard 8601, time can be specified by a + or					
			in hours in relation to Universal Time Coordinate (UTC) tir restricted character, + and - are substituted by P and M in th					
	DCN04							
	BGN06	127	Reference Identification	0	AN 1/50			
		Reference information as defined for a particular Transaction Set of						
			specified by the Reference Identification Qualifier Use this data element to identify the unique reference number of a previously					
			transmitted 113 transaction set. The unique reference num	•				
			previously transmitted 113 transaction set was cited in BG		•			
			transmission. This data element is REQUIRED when BG					
	BGN07	640	Transaction Type Code	0	ID 2/2			
			Code specifying the type of transaction					
			Use this data element is REQUIRED when BGN01 is code	? 00 to	identify the			
			nature of the data contained within this transaction set.					
			ED Lobbyist Filing					
Not Used	BGN08	306	Action Code	O	ID 1/2			
			Code indicating type of action					
Not Used	BGN09	786	Security Level Code	O	ID 2/2			
			Code indicating the level of confidentiality assigned by the information following	sender	r to the			

Segment: NM1 Individual or Organizational Name

Position: 0700

Loop: NM1 Optional

Level: Heading Usage: Optional Max Use: 1

Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

2 If NM111 is present, then NM110 is required.

Semantic Notes: 1 NM102 qualifies NM103.

Comments: 1 NM110 and NM111 further define the type of entity in NM101.

Notes: Use this segment to identify the "from" and "to" entities of this submission.

			Data El	ement Summary		
	Ref.	Data				
	Des.	Element	<u>Name</u>			<u>ributes</u>
M	NM101	98	Entity Identifie	r Code	M	ID 2/3
			Code identifying individual	g an organizational entity, a physical location	on, pro	perty or an
			Use this segmen elements.	t to qualify the entity identified in the follo	owing	data
			FR	Message From		
				Use this code to indicate the entity su	bmitti	ng the data.
			TO	Message To		8
				Use this code to indicate the entity th data.	at is to	receive the
M	NM102	1065	Entity Type Qu		M	ID 1/1
				the type of entity		
			Use this data elegovernment entity.			
			1	Person		
				Use this code to indicate an individue	ıl.	
			2	Non-Person Entity		
			G	Government		
Must Use	NM103	1035	Name Last or C	Organization Name	O	AN 1/60
			Individual last n	ame or organizational name		
			1. Use this data	element to provide the name of an entity.		
				2 is code 1 and the person has a moniker ent to provide the moniker.	(nickn	ame), use the
				2 is code 2 or G, and the name of the is gr		
	NM104	1036	Name First	the 1/N2/0800 segment to provide the bala	nce oj O	AN 1/35
	1111104	1050	Individual first r	name	O	1111 1/33
	NM105	1037	Name Middle		O	AN 1/25
			Individual midd	le name or initial		
	NM106	1038	Name Prefix		O	AN 1/10
			Prefix to individ	ual name		
	NM107	1039	Name Suffix		O	AN 1/10
			Suffix to individ	ual name		
Not Used	NM108	66	Identification C	Code Qualifier	X	ID 1/2
			Code designating	g the system/method of code structure used	for Id	entification
Not Used	NM109	67	Identification C	Code	X	AN 2/80
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\ -	,					,

Not Used	NM110	706	Code identifying a party or other code Entity Relationship Code	X	ID 2/2
			Code describing entity relationship		
Not Used	NM111	98	Entity Identifier Code	0	ID 2/3
			Code identifying an organizational entity, a physical location individual	, pro	perty or an

Segment: N2 Additional Name Information

Position: 0800

Loop: NM1 Optional

Level: Heading Usage: Optional

Max Use: 2

Notes:

Purpose: To specify additional names

Syntax Notes: Semantic Notes: Comments:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.

2. When NM102 in the 1/NM1/0700 segment is code 6 or G, use this segment to provide the balance of a committee or government organization name that is greater than 60 characters.

M	Ref. <u>Des.</u> N201	Data Element 93	Name Name Free-form name	Attributes M AN 1/60
			1. When providing a moniker, insert a space after the numeric 1, 2, or 3.	moniker and cite the
			1 = moniker is before the first name 2 = moniker is between the first and middle name 3 = moniker is between the middle and last name	
	N202	93	Name Free-form name	O AN 1/60

HL Hierarchical Level **Segment:**

0100 **Position:**

> HLLoop: Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To identify dependencies among and the content of hierarchically related groups of data

segments

Syntax Notes: Semantic Notes: Comments:

The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to lineitem data.

The HL segment defines a top-down/left-right ordered structure.

- HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes:

This HL loop illustrates the submission of data required by California Form 625, Report of Lobbying Firm.

			Data Eleme	ent Summary		
	Ref.	Data		•		
	Des.	Element	Name		Attr	ributes
M	$\overline{\text{HL}0}$ 1	628	Hierarchical ID Nu	ımber	M	AN 1/12
			A unique number as	signed by the sender to identify a particul	lar da	ita segment
			in a hierarchical stru			
			Use this data elemen	nt to provide a unique number that can i	identi	ify each HL
				nded that the first HL loop be identified		
				and that each successive HL loop be inc		
Not Used	HL02	734	Hierarchical Paren	t ID Number	O	AN 1/12
			Identification number	er of the next higher hierarchical data seg	ment	that the data
				ribed is subordinate to		
M	HL03	735	Hierarchical Level	Code	M	ID 1/2
			Code defining the cl	naracteristic of a level in a hierarchical str	ructui	re
				nt is used to identify the type of data that		
				he current HL loop.		8
			2. Each of the listed	d codes MUST be used only one time.		
			4	Group		
				1. Use this code to indicate partners, o	wner	s, officers
				or employees whose Lobbyist Reports (
				submitted concurrent with form 625 or	who	engaged
				in direct communications on at least five	ve sep	parate
				occasions during the period.		
				2. When this code is used, the 2/NM1/0		_
				MUST be used to identify all of the app	olicab	ole entities.
			EB	Filer		

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1. Use this code to indicate that the data which

follows in this HL loop is applicable to the entity that is submitting the data contained in this form 625.

- 2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer and all associated entities, and the 2/AWD/2700 loop MUST be used to provide summary and total amounts.
- EC Receipts
 - 1. Use this code to indicate data related to payments received is being provided.
 - 2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the entities for whom the filer lobbies, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.
- EF Expenditures
 - 1. Use this code to indicate data related to payments made is being provided.
 - 2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.
- RP Report
 - 1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number, period covered, and cumulative period beginning date).
 - 2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.
- ZZ Mutually Defined
 - 1. Use this code to indicate data related to contributions made is being provided.
 - 2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the recipients of a contribution, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.

Not Used HL04 736 Hierarchical Child Code

O ID 1/1

Code indicating if there are hierarchical child data segments subordinate to the level being described

Reference Identification Segment:

Position: 0200

> Loop: N9 Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

To transmit identifying information as specified by the Reference Identification Qualifier **Purpose:**

Syntax Notes: At least one of N902 or N903 is required.

If N906 is present, then N905 is required.

If either C04003 or C04004 is present, then the other is required. 3

4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: N906 reflects the time zone which the time reflects.

N907 contains data relating to the value cited in N902.

Comments:

Notes:

When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.

Data Elamont Commence

			Data Elem	ent Summary			
	Ref.	Data					
	Des.	Element	<u>Name</u>		Attı	<u>ributes</u>	
M	N901	128	Reference Identifi	cation Qualifier	M	ID 2/3	
			Code qualifying the Reference Identification				
			FQ	Form Number			
				Use this code to indicate the number of	f the j	form that	
				is being transmitted, i.e., F625.			
			O8	Original Filing			
				When BGN01 in the 1/BGN/0200 segm	ient c	cites code	
				00, use of this code is REQUIRED to it		_	
				original filing number. When this code			
				always cite 000 in N902. If the require			
				provided, the Secretary of State's office filing of the form 625.	wiii	rejeci ine	
			OJ	Amendment Filing			
				When BGN01 in the 1/BGN/0200 segment is code CO,			
				use of this code is REQUIRED to indicate the filing			
				amendment number. When this code is used, the first			
				amended filing should cite 001. Subsection			
				filings should increment the amended j			
				by 1, e.g., 002, 003, etc. If the required			
				provided, the Secretary of State's office filing of the amended form 625.	wiii	rejeci ine	
	N902	127	Reference Identifi		X	AN 1/50	
			Reference informat	ion as defined for a particular Transaction	Set	or as	
				ference Identification Qualifier			
Not Used	N903	369	Free-form Descrip	tion	\mathbf{X}	AN 1/45	
			Free-form descripti	ve text			
Not Used	N904	373	Date		O	DT 8/8	
			Date expressed as C	CCYYMMDD			
Not Used	N905	337	Time		\mathbf{X}	TM 4/8	
				24-hour clock time as follows: HHMM, or			
				HMMSSDD, where $H = \text{hours } (00-23)$, M			
			, ,	onds (00-59) and DD = decimal seconds;			
Not Used	N906	623	Time Code	lows: $D = tenths (0-9)$ and $DD = hundred$	uns (t O	ID 2/2	
Tiot Osca	11700	023		e time. In accordance with International S			
				ard 8601, time can be specified by a + or -			
			<u> </u>	to Universal Time Coordinate (UTC) time			
				()	1		

Not Used	N907	C040	restricted character, + and - are substituted by P and M in the Reference Identifier	code O	es that follow
not oscu	11,507	C040	To identify one or more reference numbers or identification is specified by the Reference Qualifier	•	ers as
Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	ı Set	or as
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	\mathbf{X}	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	ı Set	or as
Not Used	C04005	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	\mathbf{X}	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	ı Set	or as

Segment: DTM Date/Time Reference

Position: 0300

Loop: N9 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED

to identify the reporting period and the cumulative period beginning date for the data

contained in form 625.

			Data Eler	nent Summary		
	Ref.	Data				
M	Des.	Element 27.4	Name	P*		ributes
M	DTM01	374	Date/Time Quality		IVI	ID 3/3
				ype of date or time, or both date and time	1	70 y 0
			Use this data elem DTM02.	nent to cite a code that qualifies the date id	lentif	ied in
			090	Report Start		
				Use this code to indicate the cumulative beginning date.	e peri	iod
			193	Period Start		
				Use this code to indicate the ''from'' da reporting period.	ite foi	r a
			194	Period End		
				Use this code to indicate the 'through' reporting period.	' date	e for a
	DTM02	373	Date		X	DT 8/8
			Date expressed as	CCYYMMDD		
			Use this data elem cited in DTM01.	nent to identify the date applicable to the q	ualifi	ier code
Not Used	DTM03	337	Time		X	TM 4/8
			HHMMSSD, or H 59), S = integer se are expressed as for	24-hour clock time as follows: HHMM, or HMMSSDD, where H = hours (00-23), M conds (00-59) and DD = decimal seconds; ollows: D = tenths (0-9) and DD = hundred	= min decin lths (0	nutes (00- nal seconds 00-99)
Not Used	DTM04	623	Time Code		O	ID 2/2
	DEN 40.7	1250	Organization stand in hours in relation restricted characte	he time. In accordance with International S dard 8601, time can be specified by a + or - n to Universal Time Coordinate (UTC) time r, + and - are substituted by P and M in the	and a e; sind code	an indication ce + is a s that follow
Not Used	DTM05	1250		l Format Qualifier	X	ID 2/3
NI 4 FT 3	D/D# #0 /	1051	•	e date format, time format, or date and time		
Not Used	DTM06	1251	Date Time Period		X	AN 1/35
			Expression of a da	ite, a time, or range of dates, times or dates	and t	ames

Segment: LQ Industry Code

Position: 0500

Loop: N9 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: Code to transmit standard industry codesSyntax Notes: 1 If LQ01 is present, then LQ02 is required.

Semantic Notes: Comments:

Notes:

1. When N901 in the 2/N9/0200 segment is code FQ, use this segment to identify the whether or not campaign contributions were made during the reporting period.

- 2. Whether contributions were or were not made is identified by a code contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
- 3. All codes contained in the California Lobbyist Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Ref.	Data			
Des.	Element	<u>Name</u>	Att	<u>ributes</u>
LQ01	1270	Code List Qualifier Code	O	ID 1/3
		Code identifying a specific industry code list		
		Use this data element to identify the code list that contains in LQ02.	the co	ode specified
		ECU California Lobbyist Report Codes		
LQ02	1271	Industry Code	X	AN 1/30
		Code indicating a code from a specific industry code list		
		Use this data element to specify whether or not contribution during this report period. Enter a code from section 02 of Lobbvist Report Code List.		

MTX Text **Segment:**

Position: 0600

> Loop: N9 Optional (Must Use)

Level: Detail Usage: Optional Max Use: >1

Purpose:

To specify textual data

Syntax Notes: If MTX01 is present, then MTX02 is required.

- If MTX03 is present, then MTX02 is required.
- If MTX05 is present, then MTX04 is required. 3

Semantic Notes: Comments:

MTX05 is the number of lines to advance before printing. 1

If MTX04 is "AA - Advance the specific number of lines before print", then MTX05

is required.

Notes:

1. Use this segment to provide additional text information related to the report being filed.

2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.

3. This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

	Ref.	Data			
	Des.	Element	<u>Name</u>	Attı	<u>ributes</u>
	MTX01	363	Note Reference Code	\mathbf{o}	ID 3/3
			Code identifying the functional area or purpose for which the	note	applies
			REP Report		
	MTX02	1551	Message Text	\mathbf{X}	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX03	1551	Message Text	O	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX04	934	Printer Carriage Control Code	\mathbf{X}	ID 2/2
			A field to be used for the control of the line feed of the recei	ving p	orinter
Not Used	MTX05	1470	Number	O	N0 1/9
			A generic number		
Not Used	MTX06	819	Language Code	O	ID 2/3
			Code designating the language used in text, from a standard maintained by the International Standards Organization (ISC		

NM1 Individual or Organizational Name **Segment:**

Position: 0700

> NM1 Loop: Optional (Must Use)

Level: Detail

Optional (Must Use) Usage:

Max Use:

To supply the full name of an individual or organizational entity **Purpose: Syntax Notes:** If either NM108 or NM109 is present, then the other is required.

If NM111 is present, then NM110 is required.

Semantic Notes:

1 NM102 qualifies NM103.

Comments:

NM110 and NM111 further define the type of entity in NM101.

Notes:

When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 625 and the signer of the form 625.

- 2. When HL03 is code EC, use this segment as many times as necessary to identify all of the filer's employers, whether or not payments were received for lobbying activities during the calendar quarter; and if the employer is another lobbying firm, that firm's clients.
- 3. When HL03 is code EF, use this segment as many times as necessary to identify all payees (including lobbying firms who are subcontractors to the filer and credit card companies) and associated entities (party benefiting from a payment to a payee; a client on whose behalf a lobbying firm was retained; or a vendor who received distributed payments from a credit card company).
- 4. When HL03 is code 4, use this segment as many times as necessary to identify all partners, owners, officers or employees, whose Lobbyist Reports (form 615) are submitted concurrent with form 625 or who engaged in direct communications on at least five separate occasions during the period.
- 5. When HL03 is code ZZ, use this segment as many times as necessary to identify all recipients of contributions and to identify the committee who reported contributions in a campaign disclosure statement, if applicable.
- 6. Each entity identified in NM101 that is associated with another entity (e.g., party benefiting from a payment to a payee; a client on whose behalf a subcontractor lobbying firm was retained; a client of an employer who is another lobbying firm; or a vendor paid by a credit card company, etc.), MUST be assigned a cross reference number in the 2/N9/1200 segment. The cross reference number will link entities, therefore MUST be unique and the same for each group of related entities. Cite code 60 in N901 and provide the cross reference number in N902.

			Data Elem	ent Summary	
M	Ref. <u>Des.</u> NM101	Data Element 98	<u>Name</u> Entity Identifier (Code	Attributes M ID 2/3
			Code identifying an individual	n organizational entity, a physical location	, property or an
			Use this segment to elements.	o qualify the entity identified in the follow	ving data
			31	Postal Mailing Address	
				1. When HL03 in the 2/HL/0100 segnand NM101 is code FN, use this code mailing address of the filer if different business address.	to indicate the
			36	2. When this code is used, NM102 sho Employer	ould cite code 2.
				1. When HL03 in the 2/HL/0100 segmuse this code to indicate the entity with	

113CA625 (004021) 19 November 16, 1999 contracts to lobby.

- 2. When this code is used, NM102 should cite code 1 or 2, and the 2/AWD/2700 segment should be used if payments were received this calendar quarter.
- 3. When this code is used, additional iterations of this segment may be necessary with NM101 citing code EAD to identify clients of another lobbying firm with whom the filer contracts. Also the 2/N9/1200 segment should be used to provide a cross reference number and to identify the legislative or administrative action lobbied item. lobbied item.

) Receiver

- 1. When HL03 in the 2/HL/0100 segment is code ZZ, use this code to indicate a recipient of a contribution.
- 2. When this code is used, NM102 may cite code 1, 2, or 6; and the 2/AWD/2700 segment should be used to provide the contribution amount.
- 3. When this code is used and NM102 is code 6, NM108/09 should be used to provide a state assigned identification number.

EAD Client

- 1. When HL03 in the 2/HL/0100 segment is code EC and NM101 is code EAR, use this code to indicate a client of a lobbying firm. In this instance the 2/N9/1200 segment should be used to identify the legislative or administrative action lobbied item.
- 2. When HL03 is code EF and NM101 is code EAR, use this code to indicate the client on whose behalf the lobbying firm was retained to lobby.
- When this code is used NM102 may cite code 1 or
 Additionally, the 2/N9/1200 segment MUST be used to provide a cross reference number.

EAF Committee

- 1. When HL03 in the 2/HL/0100 segment is code ZZ, use this code to indicate the committee that reported contributions in a campaign disclosure statement, that are NOT INCLUDED in this report
- 2. When this code is used, NM102 should cite code 6 and NM108/09 should be used to provide a state assigned identification number.

EAR Lobbying Firm

1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate a lobbying firm to whom payments were made in conjunction with lobbying activities. In this instance, additional iterations of this segment may be necessary with NM101 citing code EAD to identify the client for whom the lobbying firm was retained to lobby. Also, the 2/N9/1200 segment should be used to provide a cross reference number. If multiple payments were made to the same lobbying firm, use a separate NM1 loop for each payment, repeating the name and address of the payee each time and identify the related amount in the 2/AWD/2700

40

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loop.

- 2. When HL03 in the 2/HL/0100 segment is code EC, use this code to indicate a lobbying firm on whose behalf the filer lobbies. In this instance, additional iterations of this segment may be necessary with NM101 citing code EAD to identify clients of the lobbying firm. Also the 2/N9/1200 segment should be used to provide a cross reference number and to identify the legislative or administrative action lobbied item.
- 3. When this code is used, NM102 should cite code 2. Party to Benefit
- 1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code PE or VN, use this code to indicate a reportable party who benefited from a payment or incurred expense.
- 2. When this code is used, NM102 should cite code 1, the 2/N9/1200 segment MUST be used to provide a cross reference number, the 2/TPB/1600 segment should be used to identify the official position of the entity, and the 2/AWD/2700 segment should be used to provide the benefit amount.

Filer Name

- 1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data.
- 2. When this code is used, NM102 should cite code 2 and the following MUST be used: the 2/N9/1200 segment to provide a Secretary of State assigned electronic filer identification number, and the 2/AWD/2700 loop to provide summary amounts.

Group

- 1. When HL03 in the 2/HL/0100 segment is code 4, use this code to indicate an owner, employee, partner or officer, whose Lobbyist Report (form 615) is submitted concurrent with form 625 or who engaged in direct communications on at least five separate occasions during the period.
- 2. When this code is used, NM102 should cite code 1, the 2/TPB/1600 segment should be used to identify the title of the entity, and the 2/LQ/2100 segment should be used to identify whether a form 615 is being submitted or the entity engaged in direct communications.

Payee

- 1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the payee of a payment made or expense incurred in conjunction with lobbying activities. If multiple payments were made to the same payee, use a separate NM1 loop for each payment, repeating the name and address of the pavee each time and identify the related amount in the 2/AWD/2700
- 2. When this code is used, additional iterations of this

EAW

FN

GW

PΕ

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NM1 segment are REQUIRED, with NM101 citing code EAW, to identify the reportable person who benefited from the payment or incurred expense.

3. When this code is used, NM102 may cite code 1 or 2, the 2/N9/1200 segment MUST be used to provide a cross reference number and 2/AWD/2700 loop MUST be used to provide the amount of the payment or incurred expense.

UZ Signer

- 1. When HL03 in the 2/HL/0100 segment is code EB, use this code to indicate the entity signing the form 625
- 2. When this code is used, NM102 should cite code 1, and the following segments MUST be used to provide a PIN number that represents the entity's signature, a date of the signature, the location where the document was signed, the title of the entity, and a verification statement: 2/N9/1200, 2/DTM/1300, 2/NX2/1400, 2/TPB/1600, and 2/LQ/2100.

VN Vendor

- 1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code XA, use this code to indicate the vendor who ultimately received payment through a credit card company.
- 2. When this code is used, NM102 may be code 1 or 2, additional iterations of this NM1 segment are REQUIRED with NM101 citing code EAW to identify the reportable person who benefited from the payment or incurred expense, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 loop should be used to identify the portion of credit card payment received by the vendor or the amount charged on a credit card applicable to the vendor.

XA Creditor

- 1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the name of the credit card company to which payment was made or an incurred expense was charged.
- 2. When this code is used, additional iterations of this NM1 segment are REQUIRED with NM101 citing code VN, to identify the vendors who ultimately received payment from the credit card company.
- 3. When this code is used, NM101 should cite code 2, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 segment should be used to provide the amount of the payment or incurred expense.

M NM102 1065 Entity Type Qualifier

1

2

M ID 1/1

Code qualifying the type of entity

Use this data element to identify the entity qualified in NM101 as an individual, a committee, or an entity other than a person or committee.

Person

Use this code to indicate an individual.

Non-Person Entity

l	Ise this	code	to	indicate	an	entity	other	than	an
i	ndividu	al or	co	mmittee.					

6 Organization

				Use this code to indicate a committee.		
Must Use	NM103	1035	Name Last or Orga	nization Name	O	AN 1/60

Individual last name or organizational name

- 1. Use of this data element is REQUIRED to provide the name of an entity.
- 2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.
- 3. When NM102 is code 2 or 6 and the name of the entity or committee is greater than 60 characters, use the 2/N2/0800 segment to provide the

balance of the name. NM104 1036 Name First AN 1/35

Individual first name NM105 1037 Name Middle AN 1/25

Individual middle name or initial 1038 **NM106** Name Prefix AN 1/10 Prefix to individual name

NM107 1039 Name Suffix AN 1/10 Suffix to individual name

NM108 Identification Code Qualifier X ID 1/2 66 Code designating the system/method of code structure used for Identification Code (67)

> When NM101 is code EAF or code 40 and NM102 is code 6, use this data element to qualify the identification number in NM109.

State or Province Assigned Number 75

Use this code to indicate the state assigned committee identification number.

NM109 **Identification Code 67** X AN 2/80

Code identifying a party or other code

Use this data element to provide the state assigned committee identification number.

Not Used NM110 706 **Entity Relationship Code** X ID 2/2

Code describing entity relationship

Not Used **NM111** 98 **Entity Identifier Code** ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

Segment: N2 Additional Name Information

Position: 0800

Loop: NM1 Optional (Must Use)

Level: Detail Usage: Optional

Max Use: 2

Notes:

Purpose: To specify additional names

Syntax Notes: Semantic Notes: Comments:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment

to provide the moniker.

2. When NM102 is code 2 or 6, use this segment to provide the balance of an organization name that is greater than 60 characters.

	Ref. Des.	Data Element	Name	Attributes
M	N201	93	Name	M AN 1/60
			Free-form name	
			1. When providing a moniker, insert a space after the monumeric 1, 2, or 3.	oniker and cite the
			1 = moniker is before the first name	
			2 = moniker is between the first and middle name	
			3 = moniker is between the middle and last name	
	N202	93	Name	O AN 1/60
			Free-form name	

Segment: N3 Address Information

Position: 0900

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: 2

Purpose: To specify the location of the named party

Syntax Notes: Semantic Notes: Comments:

Notes: Use this segment to provide address information, e.g., a street number and name, a

P.O. box number, an apartment number, a room number, etc., applicable to the entity

identified in the 2/NM1/0700 segment.

M	Ref. <u>Des.</u> N301	Data Element 166	Name Address Information	Attributes M AN 1/55
141	14301	100	Address information	W AN 1/33
	N302	166	Address Information	O AN 1/55
			Address information	

Segment: N4 Geographic Location

Position: 1000

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: 1

Purpose: To specify the geographic place of the named party
Syntax Notes: 1 Only one of N402 or N407 may be present.

If N406 is present, then N405 is required.

3 If N407 is present, then N404 is required.

Semantic Notes:

Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to

specify a location.

2 N402 is required only if city name (N401) is in the U.S. or Canada.

Notes: Use this segment to provide the city, state, and zip code portion of the address

applicable to the entity identified in the 2/NM1/0700 segment.

	Ref.	Data	Nome	A 44.	wihartaa
	<u>Des.</u> N401	Element 19	Name City Name	O	ributes AN 2/30
	11101	17	Free-form text for city name	O	111 2/00
	N402	156	State or Province Code	X	ID 2/2
			Code (Standard State/Province) as defined by appropriate go	vernn	nent agency
Must Use	N403	116	Postal Code	O	ID 3/15
			Code defining international postal zone code excluding punc (zip code for United States)	tuatio	on and blanks
			This data element MUST be used to provide a ZIP code.		
Not Used	N404	26	Country Code	X	ID 2/3
			Code identifying the country		
Not Used	N405	309	Location Qualifier	X	ID 1/2
			Code identifying type of location		
Not Used	N406	310	Location Identifier	O	AN 1/30
			Code which identifies a specific location		
Not Used	N407	1715	Country Subdivision Code	\mathbf{X}	ID 1/3
			Code identifying the country subdivision		

 ${f PER}$ Administrative Communications Contact **Segment: Position:** 1100 Loop: NM1 Optional (Must Use) Level: Detail Usage: Optional Max Use: >1 **Purpose:** To identify a person or office to whom administrative communications should be directed **Syntax Notes:** If either PER03 or PER04 is present, then the other is required. If either PER05 or PER06 is present, then the other is required. If either PER07 or PER08 is present, then the other is required. **Semantic Notes: Comments: Notes:** When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide up to 3 communication numbers.

	Ref.	Data	Data Element Summary		
	Des.	Element	Name	Attı	ributes
M	PER01	366	Contact Function Code		ID 2/2
			Code identifying the major duty or responsibility of the personal	on or	group named
			Use this data element to qualify the party associated with the	ie con	nmunication
			numbers provided in the following data elements.		
			IC Information Contact	_	
Not Used	PER02	93	Name	O	AN 1/60
			Free-form name		
	PER03	365	Communication Number Qualifier	X	ID 2/2
			Code identifying the type of communication number		
			TE Telephone		
	PER04	364	Communication Number	X	AN 1/256
			Complete communications number including country or area applicable	ı code	when
			The telephone number shall be transmitted as a continuous	num	ber. Include
			the area code and extension, if applicable. Concatenate th	e lette	r X plus the
	PER05	365	extension at the end of the number, e.g., 7035551212X123.	X	ID 2/2
	PERUS	305	Conduction Number Qualifier	А	ID 2/2
			Code identifying the type of communication number EM Electronic Mail		
			Use to indicate an e-mail address.		
	PER06	364	Communication Number	X	AN 1/256
	1 LKOO	304	Complete communications number including country or area		
			applicable	Code	WHEH
	PER07	365	Communication Number Qualifier	\mathbf{X}	ID 2/2
			Code identifying the type of communication number		
			FX Facsimile		
	PER08	364	Communication Number	\mathbf{X}	AN 1/256
			Complete communications number including country or area applicable	code	when
Not Used	PER09	443	Contact Inquiry Reference	O	AN 1/20
-			- v		
			Additional reference number or description to clarify a conta		

Segment: N9 Reference Identification

Position: 1200

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.

- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 N906 reflects the time zone which the time reflects.

2 N907 contains data relating to the value cited in N902.

Comments:

Notes:

- 1. When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number.
- 2. When N101 is code UZ, use this segment to provide a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 625.
- 3. When NM101 is code 36, EAD, or EAR, this segment can be used to identify the legislative item and/or the administrative action item lobbied during the period.
- 4. When NM101 is code 36, EAD, EAR, EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a cross reference number that associates one entity to another. The cross reference number MUST be unique and the same for each group of related entities.

Data Element Summary

	Ref.	Data		
	Des.	Element	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier	M ID 2/3

Code qualifyi	ng the Reference Identification
Use this data	element to qualify the number cited in N902.
1W	Member Identification Number
	Use this code to indicate the Secretary of State assigned electronic filer identification number.
4A	Personal Identification Number (PIN)
6O	Cross Reference Number
	Use this code to indicate a cross reference number that is used to associate entities identified in the 2/NM1/0700 segment.
AAW	Agency Assigned Number
	1. When NM101 is code 36, EAD, or EAR, use this code to indicate the state administrative action actively lobbied during the period.
	2. Identify the item lobbied in N902 as a number, e.g., AB75, or as text.
ECC	3. When this code is used, identify the state agency or department in N903. Legislative Identification Number
	1 When NM101 is code 36 FAD or FAR use this

- 1. When NM101 is code 36, EAD, or EAR, use this code to indicate the legislative bill lobbied during the period.
- 2. Identify the item lobbied in N902 as a number, e.g., SB117, or as text.

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	N902	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as
	N903	369	Free-form Description	X	AN 1/45
			Free-form descriptive text		
			When N901 is code AAW, use this data element to identify the		~ •
Not Hand	N904	272	or department associated with the administrative action that		DT 8/8
Not Used	N904	373	Date Date expressed as CCVVMMDD	0	D1 8/8
Not Hand	N1005	227	Date expressed as CCYYMMDD	v	TIM 4/0
Not Used	N905	337	Time	X	TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M =		
			59), S = integer seconds (00-59) and DD = decimal seconds; d		*
			are expressed as follows: $D = tenths (0-9)$ and $DD = hundredtherefore the contract of the c$	hs ((00-99)
Not Used	N906	623	Time Code	O	ID 2/2
			Code identifying the time. In accordance with International St		
			Organization standard 8601, time can be specified by a + or - a		
			in hours in relation to Universal Time Coordinate (UTC) time restricted character, + and - are substituted by P and M in the		
Not Used	N907	C040	Reference Identifier	0	s that follow
			To identify one or more reference numbers or identification nu specified by the Reference Qualifier	ımb	ers as
Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction	Set o	or as
			specified by the Reference Identification Qualifier		
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction	Set (or as
Not Used	C04005	128	specified by the Reference Identification Qualifier Reference Identification Qualifier	X	ID 2/3
THUL USEU	C04003	120	Code qualifying the Reference Identification	А	11) 4 3
Not Used	C04006	127	Reference Identification	X	AN 1/50
THUL USEU	CU7000	14/	Reference information as defined for a particular Transaction		
			specified by the Reference Identification Qualifier	SEL (n as

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Segment: DTM Date/Time Reference

Position: 1300

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date

the form 625 was signed.

	Ref.	Data				
	Des.	Element	<u>Name</u>		Attı	<u>ributes</u>
M	$\overline{DTM01}$	374	Date/Time Qualif	ier	M	ID 3/3
			Code specifying ty	pe of date or time, or both date and time		
			EDE	Executed		
				Use this code to indicate the date the for signed.	rm 6	25 was
	DTM02	373	Date		\mathbf{X}	DT 8/8
			Date expressed as	CCYYMMDD		
Not Used	DTM03	337	Time		\mathbf{X}	TM 4/8
Not Used	DTM04	623	HHMMSSD, or HI 59), S = integer sec	24-hour clock time as follows: HHMM, or HMMSSDD, where H = hours (00-23), M conds (00-59) and DD = decimal seconds; llows: D = tenths (0-9) and DD = hundred	= mi decin	nutes (00- nal seconds
Not Used	DTM05	1250	Organization stand in hours in relation	the time. In accordance with International S and 8601, time can be specified by a + or - to Universal Time Coordinate (UTC) time, + and - are substituted by P and M in the Format Qualifier	and e; sin	an indication ce + is a
noi Oseu	D 1 1/1/03	1230		<u> </u>		
	D	40.54	•	e date format, time format, or date and tim		
Not Used	DTM06	1251	Date Time Period		X	AN 1/35
			Expression of a dat	te, a time, or range of dates, times or dates	and t	times

Segment: NX2 Location ID Component

Position: 1400

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To define types and values of a geographic location

Syntax Notes: Semantic Notes: Comments:

Notes: When N901 in the 2/N9/1200 segment cites code 4A, use this segment to identify the

location where the form 625 was signed.

	Ref.	Data	·		
	Des.	Element	<u>Name</u>	<u>Attr</u>	<u>ibutes</u>
M	NX201	1106	Address Component Qualifier	M	ID 2/2
			Code qualifying the type of address component		
			17 Unstructured City and State		
M	NX202	166	Address Information	\mathbf{M}	AN 1/55
			Address information		
			Use this segment to identify the city and state where the form	n 625	was signed.
			The full name of the city, followed by a comma, followed by	the 2	2 position
			state code is preferred.		
Not Used	NX203	1096	County Designator	O	ID 5/5
			Code identifying the county within a state		

Segment:	TPB	Business Professional Title

Position: 1600

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To identify title of an individual within a company Syntax Notes: 1 At least one of TPB01 or TPB02 is required.

- 2 If TPB03 is present, then TPB01 is required.
- 2 If TPB03 is present, then TPB01 is required
- **3** If TPB04 is present, then TPB03 is required.

Semantic Notes: Comments:

1 TPB02 is free-form description of the title.

Notes:

- 1. When NM101 in the 2/NM1/0700 segment is code UZ, use this segment to identify the title of the entity signing the form 625.
- 2. When NM101 is code GW and LQ02 in the 2/LQ/2100 segment is code 01-DC, use this segment to identify the title of the entity.
- 3. When NM101 is code EAW, use this segment to identify the official position of the benefiting party.

	Ref.	Data				
	Des.	Element	<u>Name</u>			<u>ributes</u>
	TPB01	1634	Business Profes	sional Title Code	\mathbf{X}	ID 1/3
			Code identifying	title of an individual within a business		
			Use one of the la	isted codes to specify the title. When code	10 is :	selected,
			identify the title	in text in TPB02.		
			6	Assistant Treasurer		
			7	Assistant Vice President		
			9	Attorney		
			1E	Manager		
			1K	Member of the Board of Directors		
			10	Other Title		
			1P	Owner		
			1Q	Partner		
			1S	President		
			2B	Senior Vice President		
			2E	Treasurer		
			2H	Vice President		
			N	Comptroller		
			W	General Counsel		
	TPB02	933	Free-Form Mes	sage Text	X	AN 1/264
			Free-form messa	age text		
			When TPB01 is	code 10, use this data element to identify	the titl	le.
Not Used	TPB03	559	Agency Qualific	er Code	X	ID 2/2
			Code identifying	the agency assigning the code values		
Not Used	TPB04	822	Source Subqua		O	AN 1/15
-			-	indicates the table or text maintained by the	Sour	
				,		`

Segment: LQ Industry Code

Position: 2100

Loop: LQ Optional

Level: Detail Usage: Optional

Max Use:

Purpose: Code to transmit standard industry codesSyntax Notes: 1 If LQ01 is present, then LQ02 is required.

Semantic Notes: Comments:

Notes:

- 1. When NM101 in the 2/NM1/0700 segment is code FN, use this segment to identify whether or not the filer is a member of a lobbyist coalition.
- 1. When NM101 in the 2/NM1/0700 segment is code UZ, use this segment to provide a verification statement.
- 2. When NM101 is code GW, use this segment to identify if a Lobbyist Report (form 615 is being submitted or if the entity engaged in direct communications.
- 3. The verification statement, the indicator of a member of a coalition group, and the indicator of a concurrent form 615 being submitted or of engaging in direct communications are identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
- 4. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Ref.	Data			
Des.	Element	Name	Attı	<u>ributes</u>
$\overline{\text{LQ0}}$ 1	1270	Code List Qualifier Code	O	ID 1/3
		Code identifying a specific industry code list		
		Use this data element to identify the code list that contains in LQ02.	the co	ode specified
		ECU California Lobbyist Report Codes		
LQ02	1271	Industry Code	\mathbf{X}	AN 1/30
		Code indicating a code from a specific industry code list		
		When NM101 is code FN, GW, or UZ, enter a code from se	ection	01 of the
		California Lobbyist Report Code List.		

Segment: AWD Amount with Description

Position: 2700

Loop: AWD Optional

Level: Detail Usage: Optional

Max Use:

Purpose: To specify a code and/or description with an associated amount

Syntax Notes: 1 Only one of AWD02 or AWD03 may be present.

2 At least one of AWD02 or AWD03 is required.

Semantic Notes: Comments:

1 AWD03 is used when information source provides non-numeric values.

Notes:

- 1. When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide summary and total amounts for the form 625.
- 2. When NM101 in the 2/NM1/0700 segment is code 36 or when HL03 in the 2/HL/0100 segment is code EC and NM101 is code EAR, use this segment to provide payments received.
- 3. When NM101 is code PE or XA; or when HL03 in the 2/HL/0100 segment is code EF and NM101 is code EAR, use this segment to provide the amount paid or expense incurred.
- 4. When NM101 is code EAW, use this segment to provide the benefit amount.
- 5. When NM101 is code VN, use this segment to provide the portion of a credit card payment received by a vendor or the amount charged on a credit card applicable to a vendor.
- 6. When NM101 is code 40, use this segment to provide the contribution amount.
- 7. When NM101 is code 36, 40, EAR, EAW, PE, VN, or XA, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.
- 8. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 09) to qualify the following amounts:

Form 625 Part I SUMMARY AMOUNTS (amounts applicable when NM101 is code FN)

Summary Line A: Grand Total Payments Received AWD01-01 code EBZ AWD01-03 code R

Summary Line B: Total Activity Expenses AWD01-01 code FS AWD01-01 code 8

Summary Line C: Total Payments to Other Lobbying Firms AWD01-01 code EBZ AWD01-03 code 8

Summary Line D: Grand Total Payment Made

AWD01-01 code EBZ AWD01-03 code P

Form 625 Part II Payments Received in Connection with Lobbying Activities

Amounts applicable when NM101 is code 36 or EAR

Fees and Retainers: Reimbursements of Expenses:

AWD01-01 code FE AWD01-01 code ECH

Advances or Other Payments:

AWD01-01 code PQ

Total This Period: Cumulative Total to Date:

AWD01-01 code EBZ

AWD01-03 code 8

AWD01-03 code 2

AWD01-05 code ED

AWD01-05 code EE

Form 625 Part III A1, Payments Made in Connection with Lobbying Activities

Amounts applicable when NM101 is code PE or XA.

Total Amount of Activity:

AWD01-01 code FS

Amounts applicable when NM101 is code EAW.

Benefit Amount: AWD01-01 code B1

Amounts applicable when NM101 is code VN.

Attributed Amount:

AWD01-01 code FS

AWD01-09 code 05-A3

Form 625 Part III A2, Payments Made in Connection with Lobbying Activities

Amounts applicable when NM101 is code FN

Total Activity Expenses Paid, Incurred, or Arranged by all Lobbyists Employed by the Lobbying Firm which have been or will be Reimbursed or Paid by the Firm:

AWD01-01 code AGR

Form 625 Part III A3, Payments Made in Connection with Lobbying Activities

Amounts applicable when NM101 is code FN
Total Activity Expenses
AWD01-01 code FS
AWD01-03 code 8

Form 625 Part III B, Payments Made to Other Lobbying Firms:

Amounts applicable when NM101 is code EAR

Amount This Period:

AWD01-01 code EBZ

AWD01-05 code ED

Cumulative Total to Date:

AWD01-01 code EBZ

AWD01-03 code 2

AWD01-05 code EE

Amount applicable when NM101 is code FN

Total Payments: AWD01-01 code EBZ AWD01-03 code 8

Form 625 Part IV Campaign Contributions Made

Amounts applicable when NM101 is code 40

Amount:

AWD01-01 code 93

	Ref.	Data		iciic summury		
	Des.	Element	Name		Att M	<u>ributes</u>
M	AWD01	C007	Amount Qualifying Description			
			To qualify an amo			1
			Use this composite amount cited in A	e data element to provide multiple qualifi WD02	ies tha	it identify the
M	C00701	522	Amount Qualifie		M	ID 1/3
			Code to qualify an			,
			93	Contribution		
			AGR	Aggregate Reimbursements or Refund	S	
				Use this code to indicate Total Activity Incurred, or Arranged by all Lobbyist the Lobbying Firm which have been o	y Expe ts Emp	oloyed by
				Reimbursed or Paid by the Firm.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
			B1	Benefit Amount		
			EBZ	Payment		
			ECH	Reimbursed Amount		
				Use this code to indicate Reimbursem	ent of	Expenses.
			FE	Fee		
				Use this code to indicate Fees and Rea	tainer	S.
			FS	Expense		
				Use this code to indicate Activity Exp	enses.	
			PQ	Advance Amount		
				Use this code to indicate Advances an	d Oth	er
Ni-4 IIJ	C00703	522	A 4 O 1'6"	Payments.		ID 1/2
Not Used	C00702	522	Amount Qualifie		О	ID 1/3
	C00703	1638	Code to qualify an Value Detail Cod		O	ID 1/1
	C00703	1030		Code identifying extent of an amount or quantity		ID 1/1
			2	Cumulative		
			8	Total		
			P	Paid		
			R	Received		
Not Used	C00704	935	Measurement Sig		o	ID 2/2
Not Oscu	C00704	733	-	chmark, qualify or further define a measur	_	•
	C00705	344	Unit of Time Per	- ·	O	ID 2/2
	C00705	344		te time period or interval	O	110 2/2
			ED	This Period		
			EE	To Date		
Not Used	C00706	1637	Net/Gross Code	10 240	O	ID 1/1
1100 0000	000.00	200.		hether monetary values are net or gross		22 2, 2
Not Used	C00707	935	Measurement Sig		O	ID 2/2
_,,,,,			_	chmark, qualify or further define a measur	_	
Not Used	C00708	352	Description	, 1 7	0	AN 1/80
	2.3.03	- 	-	iption to clarify the related data elements a	_	
	C00709	1271	Industry Code		О	AN 1/30
				code from a specific industry code list	-	
				1		

			 Use this data element to cite a code from Section 5 of the California Lobbyist Report Code List. Cite code 05-A3 only. 				
	AWD02	782	Monetary Amount	X	R 1/18		
			Monetary amount				
			Use this segment to identify the monetary amount associated qualifier codes cited in the AWD01 composite data eleme		th the		
Not Used	AWD03	61	Free-Form Message	X	AN 1/30		
			Free-form information				
Not Used	AWD04	100	Currency Code	O	ID 3/3		
			Code (Standard ISO) for country in whose currency the ch	arges a	re specified		

Segment: DTM Date/Time Reference

Position: 2800

Loop: AWD Optional

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: 1. When AWD01-01 is code FS, use this segment to identify the date of the payment.

2. When AWD01-01 is code 40, use this segment to identify the date of the contribution.

	Ref.	Data		•		
	Des.	Element	<u>Name</u>			<u>ributes</u>
M	DTM01	374	Date/Time Qualific	er	M	ID 3/3
			Code specifying typ	e of date or time, or both date and time		
			666	Date Paid		
			EDD	Contribution		
	DTM02	373	Date		\mathbf{X}	DT 8/8
			Date expressed as C	CCYYMMDD		
Not Used	DTM03	337	Time		\mathbf{X}	TM 4/8
Not Used	DTM04	623	HHMMSSD, or HH 59), $S = integer second$	4-hour clock time as follows: HHMM, or IMMSSDD, where H = hours (00-23), M onds (00-59) and DD = decimal seconds; lows: D = tenths (0-9) and DD = hundred	= mii decin	nutes (00- nal seconds
Not Osed	DIMO	023	Code identifying the Organization standa in hours in relation	e time. In accordance with International S rd 8601, time can be specified by a + or - to Universal Time Coordinate (UTC) time + and - are substituted by P and M in the	tanda and a	an indication ce + is a
Not Used	DTM05	1250	Date Time Period	Format Qualifier	\mathbf{X}	ID 2/3
			Code indicating the	date format, time format, or date and time	e forr	nat
Not Used	DTM06	1251	Date Time Period		X	AN 1/35
			Expression of a date	e, a time, or range of dates, times or dates	and t	imes

Reference Identification Segment:

Position: 3100

> **AWD** Loop: Optional

Level: Detail Usage: Optional Max Use: >1

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: At least one of N902 or N903 is required.

- If N906 is present, then N905 is required. If either C04003 or C04004 is present, then the other is required. 3
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: N906 reflects the time zone which the time reflects.

N907 contains data relating to the value cited in N902.

Comments:

Notes:

1. When NM101 in the 2/NM1/0700 segment is code 36, 40, EAR, EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data.

2. The Secretary of State's office will reject the filing of the form 625 if this transaction identifier is not a provided.

			Data Element Summary		
	Ref.	Data			
	Des.	Element	Name		ributes
M	N901	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
			TN Transaction Reference Number		
			Use this code to indicate a monetary tr identifier applicable to an amount. This transaction identifier MUST be the samounts within the same monetary transaction identifier MUST be used in where the monetary transaction is provament.	is moi me foi insact ioneta n all s	netary r all tion ary cchedules
	N902	127	Reference Identification	X	AN 1/50
Not Used	N903	369	Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier Free-form Description	n Set o	or as AN 1/45
Not Oseu	11703	307	Free-form Description Free-form descriptive text	А	AN 1/43
Not Used	N904	373	Date	O	DT 8/8
1100 0500	1,501	0.0	Date expressed as CCYYMMDD	Ü	22 0,0
Not Used	N905	337	Time	X	TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, o HHMMSSD, or HHMMSSDD, where H = hours (00-23), M 59), S = integer seconds (00-59) and DD = decimal seconds; are expressed as follows: D = tenths (0-9) and DD = hundred	= min	nutes (00- nal seconds
Not Used	N906	623	Time Code	O	ID 2/2
			Code identifying the time. In accordance with International S Organization standard 8601, time can be specified by $a + or$		

Reference Identifier

C040

N907

Not Used

in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow

To identify one or more reference numbers or identification numbers as

NI 4 TI 1	C0 4001	120	specified by the Reference Qualifier	3.6	ID 2/2
Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	\mathbf{M}	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	on Set	or as
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	on Set	or as
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction	on Set	or as

Segment: MTX Text

Position: 3500

Loop: AWD Optional

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify textual data

Syntax Notes: 1 If MTX01 is present, then MTX02 is required.

- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes: Comments: 1 MTX05 is the number of lines to advance before printing.

1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05

is required.

Notes:

1. When AWD01 01 in the 2/AWD/2700 segment is code PQ, use this segment to provide a explanation of the advance or other payment.

- 2. When AWD01-01 is code B1, use this segment to describe the goods or service to which the benefit amount applies.
- 3. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment.
- 4. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.
- 5. This implementation convention limits the use of this segment to one time for each code listed in MTX01 per AWD loop. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

			Data Elen	icht Summar y		
	Ref.	Data				
	Des.	Element	<u>Name</u>		Att	<u>ributes</u>
	MTX01	363	Note Reference C	ode	O	ID 3/3
			Code identifying tl	ne functional area or purpose for which the	e note	applies
			ADD	Additional Information		
			EBC	Description of Goods and Services		
			PMT	Payment		
				When AWD01-01 is code PQ, use this an explanation of the advance or other		
	MTX02	1551	Message Text		X	AN 1/4096
			To transmit large v	volumes of message text		
			data element. 2. When MTX01	is code ADD, the full 4096 characters ma is code EBC or PMT, this data element is ding this limit runs the risk of the data no f State's office	limit	ed to 90
Not Used	MTX03	1551	Message Text	State is office.	О	AN 1/4096
			-	volumes of message text		
Not Used	MTX04	934	Printer Carriage	_	\mathbf{X}	ID 2/2
			A field to be used	for the control of the line feed of the receiv	ving p	orinter
Not Used	MTX05	1470	Number		0	N0 1/9
			A generic number			
Not Used	MTX06	819	Language Code		O	ID 2/3
			Code designating t	he language used in text, from a standard of International Standards Organization (ISO		

HL Hierarchical Level **Segment:**

0101 **Position:**

> HLLoop: Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To identify dependencies among and the content of hierarchically related groups of data

segments

Syntax Notes: Semantic Notes: Comments:

The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to lineitem data.

The HL segment defines a top-down/left-right ordered structure.

- HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes:

This HL loop illustrates the submission of data required by California Form 630, Payments Made to Lobbying Coalitions.

			Data Elem	ent Summary		
	Ref.	Data				
	Des.	Element	<u>Name</u>		<u>Attr</u>	<u>ributes</u>
M	HL01	628	Hierarchical ID Nu	ımber	M	AN 1/12
			A unique number as	signed by the sender to identify a particul	ar da	ta segment
			in a hierarchical stru	icture		
				nt to provide a unique number that can i		
				ended that the first HL loop be identified		
				and that each successive HL loop be inc	reme	-
Not Used	HL02	734	Hierarchical Parer	t ID Number	O	AN 1/12
				er of the next higher hierarchical data seg	ment	that the data
				ribed is subordinate to		
M	HL03	735	Hierarchical Level	Code	M	ID 1/2
			Code defining the cl	haracteristic of a level in a hierarchical str	uctur	e
			1. This data elemen	nt is used to identify the type of data that	is be	ing
			transmitted within t	he current HL loop.		
			2. Each of the liste	d codes MUST be used only one time.		
			EB	Filer		
				1. Use this code to indicate that the dat	a wh	ich
				follows in this HL loop is applicable to	the e	ntity that
				is submitting the data contained in this	form	<i>630</i> .
				2. When this code is used, the 2/NM1/0	200	loon
				MUST be used to identify the filer.	7700	ioop
			EF	Expenditures		
				1. Use this code to indicate data related	l to p	ayments

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made to lobbying coalitions is being provided.

2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.

RP Report

1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number, period covered, and cumulative period beginning date).

2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.

Not Used HL04 736 Hierarchical Child Code

O ID 1/

Code indicating if there are hierarchical child data segments subordinate to the level being described

Segment: N9 Reference Identification

Position: 0201

Loop: N9 Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.

2 If N906 is present, then N905 is required.

3 If either C04003 or C04004 is present, then the other is required.

4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 N906 reflects the time zone which the time reflects.

2 N907 contains data relating to the value cited in N902.

Comments:

Notes:

When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended

filing identification number.

			Data Elen	nent Summary			
	Ref.	Data					
	Des.	Element	<u>Name</u>		<u>Att</u>	<u>ributes</u>	
\mathbf{M}	N901	128	Reference Identif	ication Qualifier	\mathbf{M}	ID 2/3	
			Code qualifying th	e Reference Identification			
			FQ	Form Number			
				Use this code to indicate the number of	f the	form that	
				is being transmitted, i.e., F630.			
			O8	Original Filing			
				When BGN01 in the 1/BGN/0200 segn			
				00, use of this code is REQUIRED to i			
				original filing number. When this cod			
				always cite 000 in N902. If the require provided, the Secretary of State's office			
				filing of the form 630.	s Will	reject the	
			OJ	Amendment Filing			
				When BGN01 in the 1/BGN/0200 segment is code CO,			
				use of this code is REQUIRED to indicate the filing			
			amendment number. When this code is used, the first				
				amended filing should cite 001. Subse			
				filings should increment the amended			
				by 1, e.g., 002, 003, etc. If the required provided, the Secretary of State's office			
				filing of the amended form 630.	z wiii	reject the	
	N902	127	Reference Identif		X	AN 1/50	
			Reference informa	tion as defined for a particular Transaction	ı Set	or as	
				eference Identification Qualifier			
Not Used	N903	369	Free-form Descri	ption	X	AN 1/45	
			Free-form descript	ive text			
Not Used	N904	373	Date		O	DT 8/8	
			Date expressed as	CCYYMMDD			
Not Used	N905	337	Time		X	TM 4/8	
			Time expressed in	24-hour clock time as follows: HHMM, o	r HH	MMSS, or	
				HMMSSDD, where $H = hours$ (00-23), M			
			,	conds (00-59) and DD = decimal seconds;			
Not Used	N906	623	are expressed as for Time Code	llows: $D = tenths (0-9)$ and $DD = hundred$	iths ((O	10-99) ID 2/2	
not Osea	11700	043		as time. In accordance with Interresting 1.5			
				ne time. In accordance with International S ard 8601, time can be specified by $a + or$			
				to Universal Time Coordinate (UTC) time			
			III IIOUIS III IOIUIOII	to om clour time coordinate (OTC) tim	C, 5111	15 u	

Ni-4 Ti J	N1007	C040	restricted character, + and - are substituted by P and M in the	code	es that follow
Not Used	N907	C040	Reference Identifier		
			To identify one or more reference numbers or identification n specified by the Reference Qualifier	umb	ers as
Not Used	C04001	128	Reference Identification Qualifier	\mathbf{M}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as
Not Used	C04003	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as
Not Used	C04005	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as

Segment: DTM Date/Time Reference

Position: 0301

Loop: N9 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED

to identify the reporting period and the cumulative period beginning date for the data

contained in form 630.

		_	Data Eler	nent Summary		
M	Ref. <u>Des.</u> DTM01	Data Element 374	<u>Name</u> Date/Time Qualif	lier -		ributes ID 3/3
			Code specifying ty	ppe of date or time, or both date and time		
			Use this data element DTM02.	nent to cite a code that qualifies the date id	entif	ied in
			090	Report Start		
				Use this code to indicate the cumulative beginning date.	? peri	iod
			193	Period Start		
				Use this code to indicate the ''from'' da reporting period.	te foi	r a
			194	Period End		
				Use this code to indicate the ''through'' reporting period.	' date	e for a
	DTM02	373	Date		X	DT 8/8
			Date expressed as	CCYYMMDD		
			Use this data elem cited in DTM01.	nent to identify the date applicable to the qu	ualifi	ier code
Not Used	DTM03	337	Time		X	TM 4/8
Not Used	DTM04	623	HHMMSSD, or H 59), S = integer se	24-hour clock time as follows: HHMM, or HMMSSDD, where H = hours (00-23), M conds (00-59) and DD = decimal seconds; obllows: D = tenths (0-9) and DD = hundreds	= miı decin	nutes (00- nal seconds
Not Oscu	D111104	023		he time. In accordance with International S	•	
Not Ugod	DTM05	1250	Organization stand in hours in relation restricted character	lard 8601, time can be specified by a + or - n to Universal Time Coordinate (UTC) time r, + and - are substituted by P and M in the	and a e; sind code	an indication ce + is a es that follow
Not Used	במואו ז מ	1250		l Format Qualifier	X	ID 2/3
Not Used	DTM06	1251	Date Time Period	e date format, time format, or date and time	X	AN 1/35
THUL USEU	ממוזות	1231		te, a time, or range of dates, times or dates		
			Expression of a da	ic, a time, or range or dates, times or dates	anu t	innes

Segment: MTX Text

Position: 0601

Loop: N9 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify textual data

Syntax Notes: 1 If MTX01 is present, then MTX02 is required.

- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes: Comments:

1 MTX05 is the number of lines to advance before printing.

1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05

is required.

Notes: 1. Use this segment to provide additional text information related to the report being filed.

2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.

3. This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

	Ref.	Data			
	Des.	Element	<u>Name</u>	Attı	<u>ributes</u>
	MTX01	363	Note Reference Code	\mathbf{o}	ID 3/3
			Code identifying the functional area or purpose for which the	note	applies
			REP Report		
	MTX02	1551	Message Text	\mathbf{X}	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX03	1551	Message Text	O	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX04	934	Printer Carriage Control Code	\mathbf{X}	ID 2/2
			A field to be used for the control of the line feed of the recei	ving p	orinter
Not Used	MTX05	1470	Number	O	N0 1/9
			A generic number		
Not Used	MTX06	819	Language Code	O	ID 2/3
			Code designating the language used in text, from a standard maintained by the International Standards Organization (ISC		

Segment: NM1 Individual or Organizational Name

Position: 0701

Loop: NM1 Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

If NM111 is present, then NM110 is required.

Semantic Notes: 1 NM102 qualifies NM103.

oues. I minioz qualifies minios.

Comments: 1 NM110 and NM111 further define the type of entity in NM101.

Notes: 1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to

1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 630.

2. When HL03 is code EF, use this segment as many times as necessary to identify all lobbying coalitions of which the filer is a member, whether or not payments were made to that coalition this reporting period.

	5 0		Data Elem	ent Summary		
M	Ref. <u>Des.</u> NM101	Data Element 98	Name Entity Identifier C Code identifying an individual Use this segment to elements.	M , prope	-	
			FN PE	1. When HL03 in the 2/HL/0100 segments of this code is REQUIRED to indicate submitting the data. 2. When this code is used, NM102 may 2 and the 2/N9/1200 segment MUST be provide a Secretary of State assigned eleidentification number. Payee 1. When HL03 in the 2/HL/0100 segments this code to indicate a lobbying coal all lobbying coalitions of which the files whether or not a payment was made to during the reporting period. 2. When this code is used, NM102 show and 2/AWD/2700 loop should be used if	ote the control of th	e entity rode 1 or to nic filer code EF, Identify member oalition
M	NM102	1065	Entity Type Qualit	was made to the coalition during this refier	_	ig perioa. ID 1/1
			Code qualifying the	type of entity		
				nt to identify the entity qualified in NM1 tity other than a person or committee. Person	01 as	an
				Use this code to indicate an individual.		
			2	Non-Person Entity		
				Use this code to indicate an entity other individual or committee.	r than	an
Must Use	NM103	1035	Name Last or Org	anization Name	0	AN 1/60
			Individual last name	e or organizational name		

1. Use of this data element is REQUIRED to provide the name of an entity.

			2. When NM102 is code 1 and the person has a moniker (12/N2/0800 segment to provide the moniker.	uckne	ame), use the
			3. When NM102 is code 2 and the name of the entity is gracharacters, use the 2/N2/0800 segment to provide the balan		
	NM104	1036	Name First	O	AN 1/35
			Individual first name		
	NM105	1037	Name Middle	O	AN 1/25
			Individual middle name or initial		
	NM106	1038	Name Prefix	0	AN 1/10
			Prefix to individual name		
	NM107	1039	Name Suffix	0	AN 1/10
			Suffix to individual name		
Not Used	NM108	66	Identification Code Qualifier	X	ID 1/2
			Code designating the system/method of code structure used Code (67)	for Id	entification
Not Used	NM109	67	Identification Code	\mathbf{X}	AN 2/80
			Code identifying a party or other code		
Not Used	NM110	706	Entity Relationship Code	\mathbf{X}	ID 2/2
			Code describing entity relationship		
Not Used	NM111	98	Entity Identifier Code	O	ID 2/3
			Code identifying an organizational entity, a physical location individual	ı, proj	perty or an

Segment: N2 Additional Name Information

Position: 0801

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional

Max Use: 2 Purpose: 7

Notes:

e: To specify additional names

Syntax Notes: Semantic Notes: Comments:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.

2. When NM102 is code 2, use this segment to provide the balance of an organization name that is greater than 60 characters.

M	Ref. <u>Des.</u> N201	Data Element 93	Name Name Free-form name	Attributes M AN 1/60
			1. When providing a moniker, insert a space after the mon numeric 1, 2, or 3.	iker and cite the
			1 = moniker is before the first name 2 = moniker is between the first and middle name 3 = moniker is between the middle and last name	
	N202	93	Name Free-form name	O AN 1/60

Segment: N3 Address Information

Position: 0901

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: 2

Purpose: To specify the location of the named party

Syntax Notes: Semantic Notes:

Comments: Notes:

Use this segment to provide address information, e.g., a street number and name, a

P.O. box number, an apartment number, a room number, etc., applicable to the entity

identified in the 2/NM1/0700 segment.

M	Ref. <u>Des.</u> N301	Data Element 166	Name Address Information	Attributes M AN 1/55
141	14301	100	Address information	W AN 1/33
	N302	166	Address Information	O AN 1/55
			Address information	

N4 Geographic Location **Segment:**

Position: 1001

> Loop: NM1 Optional (Must Use)

Level: Detail Usage: Optional Max Use: 1

To specify the geographic place of the named party **Purpose:** Only one of N402 or N407 may be present. **Syntax Notes:**

If N406 is present, then N405 is required.

3 If N407 is present, then N404 is required.

Semantic Notes:

Comments: A combination of either N401 through N404, or N405 and N406 may be adequate to

specify a location.

N402 is required only if city name (N401) is in the U.S. or Canada.

Notes: Use this segment to provide the city, state, and zip code portion of the address

applicable to the entity identified in the 2/NM1/0700 segment.

	Def	Data	2444 214114114 841111141		
	Ref. Des.	Data Element	Name	Att	ributes
	N401	19	City Name	0	AN 2/30
			Free-form text for city name		
	N402	156	State or Province Code	X	ID 2/2
			Code (Standard State/Province) as defined by appropriate go	overnr	nent agency
Must Use	N403	116	Postal Code	O	ID 3/15
			Code defining international postal zone code excluding pund (zip code for United States)	ctuatio	on and blanks
			This data element MUST be used to provide a ZIP code.		
Not Used	N404	26	Country Code	X	ID 2/3
			Code identifying the country		
Not Used	N405	309	Location Qualifier	X	ID 1/2
			Code identifying type of location		
Not Used	N406	310	Location Identifier	O	AN 1/30
			Code which identifies a specific location		
Not Used	N407	1715	Country Subdivision Code	\mathbf{X}	ID 1/3
			Code identifying the country subdivision		

Segment: N9 Reference Identification
Position: 1201
Loop: NM1 Optional (Must Use)
Level: Detail

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.

2 If N906 is present, then N905 is required.

3 If either C04003 or C04004 is present, then the other is required.
4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 N906 reflects the time zone which the time reflects.

2 N907 contains data relating to the value cited in N902.

Comments:

Notes: When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide

a Secretary of State assigned electronic filer identification number.

	Def	Data	Data Element Summary		
	Ref. <u>Des.</u>	Data Element	Name	Δttı	ributes
M	N901	128	Reference Identification Qualifier		ID 2/3
			Code qualifying the Reference Identification		,
			Use this data element to qualify the number cited in N902.		
			1W Member Identification Number		
			Use this code to indicate the Secretary	of Sta	ate
			assigned electronic filer identification		
	N902	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction	ı Set o	or as
Not Used	N903	369	specified by the Reference Identification Qualifier Free-form Description	X	AN 1/45
Not Oscu	11703	307	Free-form description Free-form descriptive text	Λ	AN 1/43
Not Used	N904	373	Date	0	DT 8/8
Not Oseu	11704	313	Date expressed as CCYYMMDD	U	D1 6/6
Not Used	N905	337	Time	X	TM 4/8
Not Useu	11905	337			
			Time expressed in 24-hour clock time as follows: HHMM, o HHMMSSD, or HHMMSSDD, where $H = hours$ (00-23), M		
			59), S = integer seconds (00-59) and DD = decimal seconds;		
			are expressed as follows: $D = tenths (0-9)$ and $DD = hundred$		
Not Used	N906	623	Time Code	O	ID 2/2
			Code identifying the time. In accordance with International S		
			Organization standard 8601, time can be specified by a + or		
			in hours in relation to Universal Time Coordinate (UTC) time		
Not Used	N907	C040	restricted character, + and - are substituted by P and M in the Reference Identifier	O	es that follow
110t Obcu	11,507	C040	To identify one or more reference numbers or identification	_	ers as
			specified by the Reference Qualifier	Idillo	CIS us
Not Used	C04001	128	Reference Identification Qualifier	\mathbf{M}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction	ı Set o	or as
			specified by the Reference Identification Qualifier		
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	ı Set o	or as

Not Used	C04005	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	\mathbf{X}	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as

Segment: **AWD** Amount with Description

Position: 2701

Loop: AWD Optional

Level: Detail
Usage: Optional
Max Use: 1

Purpose: To specify a code and/or description with an associated amount

Syntax Notes: 1 Only one of AWD02 or AWD03 may be present.

2 At least one of AWD02 or AWD03 is required.

Semantic Notes: Comments:

1 AWD03 is used when information source provides non-numeric values.

Notes:

- 1. When NM101 in the 2/NM1/0700 segment is code PE, use this segment to provide the amount of a payment, if applicable.
- 2. When NM101 is code PE, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.
- 3. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 05) to qualify the following amounts:

Amount Paid this Period: AWD01-01 code EBZ AWD01-05 code ED

Cumulative Amount Paid Since January 1 of Current Calendar Year:

AWD01-01 code EBZ AWD01-03 code 2 AWD01-05 code EA

	Ref.	Data				
	Des.	Element	<u>Name</u>		Att	<u>ributes</u>
M	AWD01	C007	Amount Qual	lifying Description	\mathbf{M}	
			To qualify an a	amount		
			Use this compa	osite data element to provide multiple quali in AWD02.	fies tha	t identify the
M	C00701	522	Amount Qual	lifier Code	\mathbf{M}	ID 1/3
			Code to qualify	y amount		
			EBZ	Payment		
				When NM101 in the 2/NM1/0700 seguse this code to indicate an other type		
Not Used	C00702	522	Amount Qual	lifier Code	0	ID 1/3
			Code to qualify	y amount		
	C00703	1638	Value Detail (Code	O	ID 1/1
			Code identifying	ng extent of an amount or quantity		
			2	Cumulative		
Not Used	C00704	935	Measurement	Significance Code	O	ID 2/2
			Code used to b	benchmark, qualify or further define a measu	rement	value
	C00705	344	Unit of Time	Period or Interval	O	ID 2/2
			Code indicatin	g the time period or interval		
			EA	Calendar Year-to-Date		

			ED This Period		
Not Used	C00706	1637	Net/Gross Code	0	ID 1/1
			Code indicating whether monetary values are net or gross		
Not Used	C00707	935	Measurement Significance Code	O	ID 2/2
			Code used to benchmark, qualify or further define a measure	ement	value
Not Used	C00708	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements	and the	eir content
Not Used	C00709	1271	Industry Code	O	AN 1/30
			Code indicating a code from a specific industry code list		
	AWD02	782	Monetary Amount	X	R 1/18
			Monetary amount		
			Use this segment to identify the monetary amount associat qualifier codes cited in the AWD01 composite data elemen		h the
Not Used	AWD03	61	Free-Form Message	X	AN 1/30
			Free-form information		
Not Used	AWD04	100	Currency Code	O	ID 3/3
			Code (Standard ISO) for country in whose currency the char	rges ar	e specified

N9 Reference Identification **Segment:**

Position: 3101

> Loop: **AWD** Optional

Level: Detail Usage: Optional Max Use: >1

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier **Syntax Notes:**

At least one of N902 or N903 is required.

- If N906 is present, then N905 is required.
- If either C04003 or C04004 is present, then the other is required. 3
- 4 If either C04005 or C04006 is present, then the other is required.
- **Semantic Notes:** N906 reflects the time zone which the time reflects.
 - N907 contains data relating to the value cited in N902.

Comments:

Notes:

- 1. When NM101 in the 2/NM1/0700 segment is code PE, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data.
- 2. The Secretary of State's office will reject the filing of the form 630 if this transaction identifier is not a provided.

	Ref. <u>Des.</u>	Data Element	Name		Attı	ributes
\mathbf{M}	N901	128	Reference Identifi	cation Qualifier	M	ID 2/3
			Code qualifying the	e Reference Identification		
			TN	Transaction Reference Number		
				Use this code to indicate a monetary traidentifier applicable to an amount. Thi transaction identifier MUST be the same amounts within the same monetary transaction identifier MUST be used in where the monetary transaction is provamendments.	is moi ne foi nsact ioneta i all s	netary r all ion ury chedules
	N902	127	Reference Identifi		X	AN 1/50
Not Used	N903	369		ion as defined for a particular Transaction ference Identification Qualifier	Set o	or as AN 1/45
Not Useu	11903	309	Free-form descripti		А	AN 1/43
Not Used	N904	373	Date	ve text	0	DT 8/8
1100 0500	1,501	0.0	Date expressed as (CCYYMMDD	Ü	21 0/0
Not Used	N905	337	Time		X	TM 4/8
Not Used	N906	623	HHMMSSD, or HI 59), S = integer sec	24-hour clock time as follows: HHMM, or HMMSSDD, where H = hours (00-23), M onds (00-59) and DD = decimal seconds; llows: D = tenths (0-9) and DD = hundred	= min decin	nutes (00- nal seconds
Not Ugod	N007	C040	Organization standa in hours in relation	the time. In accordance with International Stard 8601, time can be specified by a + or to Universal Time Coordinate (UTC) time, + and - are substituted by P and M in the	and a	an indication ce + is a
Not Used	N907	C040		more reference numbers or identification r	~	ers as

Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	\mathbf{M}	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	on Set	or as
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	n Set	or as
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	\mathbf{X}	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	n Set	or as

MTX Text **Segment:**

Position: 3501

> Loop: **AWD** Optional

Level: Detail Usage: Optional Max Use: >1

To specify textual data **Purpose:**

Syntax Notes: If MTX01 is present, then MTX02 is required.

- If MTX03 is present, then MTX02 is required.
- If MTX05 is present, then MTX04 is required. 3

Semantic Notes: Comments:

MTX05 is the number of lines to advance before printing. 1

If MTX04 is "AA - Advance the specific number of lines before print", then MTX05

is required.

Notes:

1. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment.

2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.

3. This implementation convention limits the use of this segment to one time per AWD loop which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

	Ref.	Data			
	Des.	Element	<u>Name</u>	Att	<u>ributes</u>
	MTX01	363	Note Reference Code	O	ID 3/3
			Code identifying the functional area or purpose for which the	ne note	applies
			ADD Additional Information		
	MTX02	1551	Message Text	X	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX03	1551	Message Text	O	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX04	934	Printer Carriage Control Code	X	ID 2/2
			A field to be used for the control of the line feed of the rece	iving p	printer
Not Used	MTX05	1470	Number	O	N0 1/9
			A generic number		
Not Used	MTX06	819	Language Code	O	ID 2/3
			Code designating the language used in text, from a standard maintained by the International Standards Organization (IS		

HL Hierarchical Level **Segment:**

0102 **Position:**

> HLLoop: Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To identify dependencies among and the content of hierarchically related groups of data

segments

Syntax Notes: Semantic Notes: Comments:

The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to lineitem data.

The HL segment defines a top-down/left-right ordered structure.

- HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes:

This HL loop illustrates the submission of data required by California Form 615, Lobbyist Report.

			Data Elem	ent Summary		
	Ref.	Data				
	Des.	Element	<u>Name</u>		Attr	<u>ibutes</u>
M	HL01	628	Hierarchical ID N	umber	M	AN 1/12
			A unique number as	ssigned by the sender to identify a particul	ar da	ta segment
			in a hierarchical str			
			Use this data eleme	ent to provide a unique number that can i	denti	fy each HL
			loop. It is recommo	ended that the first HL loop be identified	by th	e number 1
			in this data elemen	t and that each successive HL loop be inc	reme	ented by 1.
Not Used	HL02	734	Hierarchical Paren	nt ID Number	O	AN 1/12
				er of the next higher hierarchical data seg	ment	that the data
				ribed is subordinate to		
M	HL03	735	Hierarchical Level			ID 1/2
			Code defining the c	haracteristic of a level in a hierarchical str	uctur	re
			1. This data eleme	nt is used to identify the type of data that	is bei	ing
			transmitted within	the current HL loop.		
				ed codes MUST be used only one time.		
			EB	Filer		
				1. Use this code to indicate that the dat		
				follows in this HL loop is applicable to		
				is submitting the data contained in this	form	615.
				2 W	200	1
				2. When this code is used, the 2/NM1/0	7700 1	loop
			EF	MUST be used to identify the filer. Expenditures		
			LI.	-	14	
				1. Use this code to indicate data related made is being provided.	i to p	ayments

113CA625 (004021) 60 November 16, 1999 2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.

RP Report

- 1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number and report period covered).
- 2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.

 Mutually Defined
- 1. Use this code to indicate data related to contributions made is being provided.
- 2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the recipients of a contribution, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.

Not Used HL04 736 Hierarchical Child Code

ZZ

O ID 1/1

Code indicating if there are hierarchical child data segments subordinate to the level being described

Segment: N9 Reference Identification

Position: 0202

Loop: N9 Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.

2 If N906 is present, then N905 is required.

3 If either C04003 or C04004 is present, then the other is required.

4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 N906 reflects the time zone which the time reflects.

2 N907 contains data relating to the value cited in N902.

Comments:

Notes:

When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended

filing identification number.

			Data Elen	nent Summary		
	Ref.	Data				
	Des.	Element	<u>Name</u>		<u>Att</u>	<u>ributes</u>
\mathbf{M}	N901	128	Reference Identif	ication Qualifier	M	ID 2/3
			Code qualifying th	e Reference Identification		
			FQ	Form Number		
				Use this code to indicate the number of	f the	form that
				is being transmitted, i.e., F615.		
			O8	Original Filing		
				When BGN01 in the 1/BGN/0200 segn		
				00, use of this code is REQUIRED to i		
				original filing number. When this cod		
				always cite 000 in N902. If the require		
				provided, the Secretary of State's office filing of the form 615.	e wiii	reject the
			OJ	Amendment Filing		
				When BGN01 in the 1/BGN/0200 segn	nent i	s code CO.
				use of this code is REQUIRED to indic		
				amendment number. When this code	is use	d, the first
				amended filing should cite 001. Subse		
				filings should increment the amended		
				by 1, e.g., 002, 003, etc. If the required		
				provided, the Secretary of State's office filing of the amended form 615.	e wiii	reject the
	N902	127	Reference Identif		X	AN 1/50
			Reference informa	tion as defined for a particular Transaction	ı Set	or as
				eference Identification Qualifier		
Not Used	N903	369	Free-form Descrip	ption	X	AN 1/45
			Free-form descript	ive text		
Not Used	N904	373	Date		O	DT 8/8
			Date expressed as	CCYYMMDD		
Not Used	N905	337	Time		\mathbf{X}	TM 4/8
				24-hour clock time as follows: HHMM, o		
				HMMSSDD, where $H = \text{hours } (00-23)$, $M = \text{hours } (00-23)$		
			, ,	conds (00-59) and DD = decimal seconds;		
Not Used	N906	623	are expressed as fo Time Code	llows: $D = tenths (0-9)$ and $DD = hundred$	iths ((O	10-99) ID 2/2
1401 USCU	11700	043		no time. In accordance with International S		
				ne time. In accordance with International S ard 8601, time can be specified by $a + or$		
				to Universal Time Coordinate (UTC) time		
				to emission time coordinate (OTC) time	-, 5111	

Ni-4 Ti J	N1007	C040	restricted character, + and - are substituted by P and M in the	_	es that follow
Not Used	N907	C040	Reference Identifier	O	
			To identify one or more reference numbers or identification n specified by the Reference Qualifier	umb	ers as
Not Used	C04001	128	Reference Identification Qualifier	\mathbf{M}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as
Not Used	C04003	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as
Not Used	C04005	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction specified by the Reference Identification Qualifier	Set	or as

Segment: DTM Date/Time Reference

Position: 0302

Loop: N9 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED

to identify the reporting period for the data contained in form 615.

			Data Elem	ent Summary				
	Ref.	Data						
	Des.	Element	<u>Name</u>		<u>Attr</u>	<u>ributes</u>		
\mathbf{M}	$\overline{\mathbf{DTM}}$ 01	374	Date/Time Qualific	er	M	ID 3/3		
			Code specifying typ	be of date or time, or both date and time				
			Use this data eleme DTM02.	Use this data element to cite a code that qualifies the date identified in DTM02.				
			193					
				Use this code to indicate the ''from'' da reporting period.	ite foi	r a		
			194	Period End				
				Use this code to indicate the 'through' reporting period.	' date	e for a		
	DTM02	373	Date		X	DT 8/8		
			Date expressed as CCYYMMDD					
			Use this data eleme cited in DTM01.	nt to identify the date applicable to the q	ualifi	ier code		
Not Used	DTM03	337	Time		\mathbf{X}	TM 4/8		
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where $H = hours$ (00-23), $M = minutes$ (00-59), $S = integer$ seconds (00-59) and $DD = decimal$ seconds; decimal seconds are expressed as follows: $D = tenths$ (0-9) and $DD = hundredths$ (00-99)					
Not Used	DTM04	623	Time Code		O	ID 2/2		
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow					
Not Used	DTM05	1250	Date Time Period	Format Qualifier	\mathbf{X}	ID 2/3		
			Code indicating the	date format, time format, or date and time	e forr	nat		
Not Used	DTM06	1251	Date Time Period		\mathbf{X}	AN 1/35		
			Expression of a date, a time, or range of dates, times or dates and times					

Segment: LQ Industry Code

Position: 0502

Loop: N9 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: Code to transmit standard industry codesSyntax Notes: 1 If LQ01 is present, then LQ02 is required.

Semantic Notes: Comments:

Notes:

- 1. When N901 in the 2/N9/0200 segment is code FQ, use this segment to identify the whether or not the filer has expenses or contributions to report.
- 2. Whether contributions were or were not made and whether expenses were incurred or paid are identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
- 3. All codes contained in the California Lobbyist Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Ref.	Data	·		
Des.	Element	Name	Att	<u>ributes</u>
LQ01	1270	Code List Qualifier Code	O	ID 1/3
		Code identifying a specific industry code list		
	the co	ode specified		
		ECU California Lobbyist Report Codes		
LQ02	1271	Industry Code	X	AN 1/30
		Code indicating a code from a specific industry code list		
		Use this data element to specify whether or not contribution during this report period and/or to identify whether or not incurred or paid during the report period. Enter a code from the California Lobbyist Report Code List.	expen	ses were

MTX Text **Segment:**

Position: 0602

> Loop: N9 Optional (Must Use)

Level: Detail Usage: Optional Max Use: >1

Purpose:

To specify textual data

Syntax Notes: If MTX01 is present, then MTX02 is required.

- If MTX03 is present, then MTX02 is required.
- If MTX05 is present, then MTX04 is required. 3

Semantic Notes: Comments:

MTX05 is the number of lines to advance before printing. 1

If MTX04 is "AA - Advance the specific number of lines before print", then MTX05

is required.

Notes: 1. Use this segment to provide additional text information related to the report being filed.

> 2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.

3. This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

	Ref.	Data			
	Des.	Element	<u>Name</u>	Attı	<u>ributes</u>
	MTX01	363	Note Reference Code	O	ID 3/3
			Code identifying the functional area or purpose for which the	e note	applies
			REP Report		
	MTX02	1551	Message Text	X	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX03	1551	Message Text	O	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX04	934	Printer Carriage Control Code	X	ID 2/2
			A field to be used for the control of the line feed of the recei	ving p	orinter
Not Used	MTX05	1470	Number	O	N0 1/9
			A generic number		
Not Used	MTX06	819	Language Code	O	ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)		

Segment: NM1 Individual or Organizational Name

Position: 0702

Loop: NM1 Optional (Must Use)

Level: Detail

Usage: Optional (Must Use)

Max Use:

Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.

If NM111 is present, then NM110 is required.

Semantic Notes:

1 NM102 qualifies NM103.

Comments:

1 NM110 and NM111 further define the type of entity in NM101.

Notes:

1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 615 and the filer's employer or firm.

- 2. When HL03 is code EF, use this segment as many times as necessary to identify all payees and associated entities (party benefiting from a payment to a payee; or a vendor who received distributed payments from a credit card company).
- 3. When HL03 is code ZZ, use this segment as many times as necessary to identify all recipients of contributions.
- 4. Each entity identified in NM101 that is associated with another entity (e.g., party benefiting from a payment to a payee or a vendor paid by a credit card company, etc.), MUST be assigned a cross reference number in the 2/N9/1200 segment. The cross reference number will link entities, therefore MUST be unique and the same for each group of related entities. Cite code 60 in N901 and provide the cross reference number in N902.

			Data Elem	ent Summary	
M	Ref. <u>Des.</u> NM101	Data Element 98	Name Entity Identifier Code Code identifying an organizational entity, a physical locatio individual		Attributes M ID 2/3 a, property or an
			Use this segment to elements.	qualify the entity identified in the follow	ving data
			31	Postal Mailing Address	
				 When HL03 in the 2/HL/0100 segnand NM101 is code FN, use this code to mailing address of the filer if different business address. When this code is used, NM102 shows the state of the property of t	to indicate the than the
			36	Employer	
				1. When HL03 in the 2/HL/0100 segmand NM101 is code FN, use this code temployer of the filer.	
				2. When this code is used, NM102 sho	ould cite code 2.
			40	Receiver	
				1. When HL03 in the 2/HL/0100 segmuse this code to indicate a recipient of	
				2. When this code is used, NM102 ma	y cite code 1, 2,

or 6; and the 2/AWD/2700 segment should be used to

3. When this code is used and NM102 is code 6, NM108/09 should be used to provide a state assigned

provide the contribution amount.

identification number.

EAR Lobbying Firm

1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the lobbying firm or coalition with which the filer is associated.

2. When this code is used, NM102 should cite code 2. Party to Benefit

- 1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code PE or VN, use this code to indicate a reportable party who benefited from a payment or incurred expense.
- 2. When this code is used, NM102 should cite code 1, the 2/N9/1200 segment MUST be used to provide a cross reference number, the 2/TPB/1600 segment should be used to identify the official position of the entity, and the 2/AWD/2700 segment should be used to provide the benefit amount.

Filer Name

- 1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data.
- 2. When this code is used, NM102 should cite code and the following segments MUST be used: the 2/N9/1200 segment to provide a Secretary of State assigned electronic filer identification number and a Personal Identification Number that represents the filer's signature and verification; the 2/DTM/1300 segment to provide the date the form 615 was signed; the 2/NX2/1400 segment to identify the location where the form 615 was signed and the 2/LQ/2100 segment to provide a verification statement.

E Payee

- 1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the payee of a payment made or expense incurred in conjunction with lobbying activities. If multiple payments were made to the same payee, use a separate NM1 loop for each payment, repeating the name and address of the payee each time and identify the related amount in the 2/AWD/2700 loop.
- 2. When this code is used, additional iterations of this NM1 segment are necessary, with NM101 citing code EAW, to identify the reportable person who benefited from the payment or incurred expense.
- 3. When this code is used, NM102 may cite code 1 or 2; the 2/N9/1200 segment MUST be used to provide a cross reference number and 2/AWD/2700 loop MUST be used to provide the amount of the payment or incurred expense.

Vendor

1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code XA, use this code to indicate the vendor who ultimately received payment through a credit card company.

EAW

FN

PE

VN

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2. When this code is used, NM102 may be code 1 or 2, and additional iterations of this NM1 segment are REQUIRED with NM101 citing code EAW to identify the reportable person who benefited from the payment or incurred expense, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 loop should be used to identify the portion of credit card payment received by the vendor or the amount charged on a credit card applicable to the vendor.

XA Creditor

- 1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the name of the credit card company to which payment was made or an incurred expense was charged.
- 2. When this code is used, additional iterations of this NM1 segment are REQUIRED with NM101 citing code VN, to identify the vendors who ultimately received payment from the credit card company.
- 3. When this code is used, NM101 should cite code 2, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 segment should be used to provide the amount of the payment or incurred expense.

				or incurred expense.			
\mathbf{M}	NM102	1065	Entity Type Q	Qualifier	\mathbf{M}	ID 1/1	
			Code qualifyin	g the type of entity			
				lement to identify the entity qualified in			
				ommittee, or an entity other than a per	son or com	mittee.	
			1	Person			
				Use this code to indicate an indiv	vidual.		
			2	Non-Person Entity			
				Use this code to indicate an entity	y other tha	n an	
				individual or committee.			
			6	Organization			
				Use this code to indicate a comm			
Must Use	NM103	1035		Organization Name	0	AN 1/60	
			Individual last name or organizational name 1. Use of this data element is REQUIRED to provide the name of an entity.				
			2/N2/0800 seg. 3. When NM1	02 is code 1 and the person has a moniment to provide the moniker. 02 is code 2 or 6 and the name of the e0 characters, use the 2/N2/0800 segmentame.	ntity or con	nmittee is	
	NM104	1036	Name First		0	AN 1/35	
			Individual first	name			
	NM105	1037	Name Middle		O	AN 1/25	
			Individual mid	dle name or initial			
	NM106	1038	Name Prefix		0	AN 1/10	
			Prefix to indivi	idual name			
	NM107	1039	Name Suffix		0	AN 1/10	
			Suffix to indiv	idual name			
	NM108	66	Identification	Code Qualifier	X	ID 1/2	

Code designating the system/method of code structure used for Identification Code (67)

When NM101 is code 40 and NM102 is code 6, use this data element to qualify the identification number in NM109.

75 State or Province Assigned Number

Use this code to indicate the state assigned committee identification number.

NM109	67	Identification Code	X	AN 2/80
		~		

Code identifying a party or other code

Use this data element to provide the state assigned committee identification number.

Not Used NM110 706 Entity Relationship Code X ID 2/2

Code describing entity relationship

Not Used NM111 98 Entity Identifier Code O ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

Segment: N2 Additional Name Information

Position: 0802

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: 2

Purpose:

Notes:

To specify additional names

Syntax Notes: Semantic Notes: Comments:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment

to provide the moniker.

2. When NM102 is code 2 or 6, use this segment to provide the balance of an organization name that is greater than 60 characters.

	Ref.	Data		
	Des.	Element	<u>Name</u>	Attributes
M	N201	93	Name	M AN 1/60
			Free-form name	
			1. When providing a moniker, insert a space after the mon numeric 1, 2, or 3.	iker and cite the
			1 = moniker is before the first name	
			2 = moniker is between the first and middle name	
			3 = moniker is between the middle and last name	
	N202	93	Name	O AN 1/60
			Free-form name	

N3 Address Information **Segment:**

Position: 0902

NM1 Loop: Optional (Must Use)

Level: Detail Usage: Optional Max Use:

Purpose:

To specify the location of the named party

Syntax Notes: Semantic Notes: Comments:

Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity

identified in the 2/NM1/0700 segment.

M	Ref. <u>Des.</u> N301	Data Element 166	Name Address Information	Attributes M AN 1/55
141	14301	100	Address information	W AN 1/33
	N302	166	Address Information	O AN 1/55
			Address information	

Segment: N4 Geographic Location

Position: 1002

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party
Syntax Notes: 1 Only one of N402 or N407 may be present.
2 If N406 is present, then N405 is required.

3 If N407 is present, then N404 is required.

Semantic Notes:

Comments:

1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.

2 N402 is required only if city name (N401) is in the U.S. or Canada.

Notes: Use this segment to provide the city, state, and zip code portion of the address

applicable to the entity identified in the 2/NM1/0700 segment.

	Def	Data	2444 214114114 841111141		
	Ref. Des.	Data Element	Name	Att	ributes
	N401	19	City Name	0	AN 2/30
			Free-form text for city name		
	N402	156	State or Province Code	X	ID 2/2
			Code (Standard State/Province) as defined by appropriate go	overnr	nent agency
Must Use	N403	116	Postal Code	O	ID 3/15
			Code defining international postal zone code excluding pund (zip code for United States)	ctuatio	on and blanks
			This data element MUST be used to provide a ZIP code.		
Not Used	N404	26	Country Code	X	ID 2/3
			Code identifying the country		
Not Used	N405	309	Location Qualifier	X	ID 1/2
			Code identifying type of location		
Not Used	N406	310	Location Identifier	O	AN 1/30
			Code which identifies a specific location		
Not Used	N407	1715	Country Subdivision Code	\mathbf{X}	ID 1/3
			Code identifying the country subdivision		

PER Administrative Communications Contact **Segment: Position:** 1102 NM1 Loop: Optional (Must Use) Level: Detail Usage: Optional Max Use: >1 To identify a person or office to whom administrative communications should be directed **Purpose: Syntax Notes:** If either PER03 or PER04 is present, then the other is required. If either PER05 or PER06 is present, then the other is required. If either PER07 or PER08 is present, then the other is required. **Semantic Notes: Comments: Notes:** When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide up to 3 communication numbers.

			Data Element Summary					
	Ref.	Data	NT.	.	•1 4			
M	<u>Des.</u> PER01	Element 366	Name Contact Function Code		<u>ributes</u> ID 2/2			
			Code identifying the major duty or responsibility of the personal code.	on or	group named			
			Use this data element to qualify the party associated with the					
			numbers provided in the following data elements.					
			IC Information Contact					
Not Used	PER02	93	Name	O	AN 1/60			
			Free-form name					
	PER03	365	Communication Number Qualifier	X	ID 2/2			
			Code identifying the type of communication number					
			TE Telephone					
	PER04	364	Communication Number	X	AN 1/256			
			Complete communications number including country or area code when applicable					
			The telephone number shall be transmitted as a continuous the area code and extension, if applicable. Concatenate the extension at the end of the number, e.g., 7035551212X123.					
	PER05	365	Communication Number Qualifier	X	ID 2/2			
			Code identifying the type of communication number					
			EM Electronic Mail					
			Use to indicate an e-mail address.					
	PER06	364	Communication Number	X	AN 1/256			
			Complete communications number including country or area applicable	code	when			
	PER07	365	Communication Number Qualifier	X	ID 2/2			
			Code identifying the type of communication number					
			FX Facsimile					
	PER08	364	Communication Number	\mathbf{X}	AN 1/256			
			Complete communications number including country or area applicable	code	when			
Not Used	PER09	443	Contact Inquiry Reference	O	AN 1/20			
			Additional reference number or description to clarify a conta	ct nur	mber			

Segment: N9 Reference Identification
Position: 1202
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional

>1

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.

- 2 If N906 is present, then N905 is required.
- **3** If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 N906 reflects the time zone which the time reflects.

2 N907 contains data relating to the value cited in N902.

Comments:

Notes:

Max Use:

- 1. When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number and a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 615.
- 2. When NM101 is code EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a cross reference number that associates one entity to another. The cross reference number MUST be unique and the same for each group of related entities.

	Ref.	Data		,		
M	Des.	Element	Name			ributes
M	N901	128		entification Qualifier	IVI	ID 2/3
				ng the Reference Identification		
				element to qualify the number cited in N902.		
			1 W	Member Identification Number	0.00	
				Use this code to indicate the Secretary assigned electronic filer identification		
			4A	Personal Identification Number (PIN)		
			6O	Cross Reference Number		
				Use this code to indicate a cross refere is used to associate entities identified it 2/NM1/0700 segment.		number that
	N902	127	Reference Ide	entification	X	AN 1/50
			specified by th	ormation as defined for a particular Transaction Reference Identification Qualifier		
Not Used	N903	369	Free-form De	-	X	AN 1/45
			Free-form des	criptive text		
Not Used	N904	373	Date		O	DT 8/8
			-	d as CCYYMMDD		
Not Used	N905	337	Time		X	TM 4/8
			HHMMSSD, 6 59), S = integer	In the distribution of th	I = mi ; decir	nutes (00- nal seconds
Not Used	N906	623	Time Code		O	ID 2/2
Not Used	N907	C040	Organization s in hours in rela	ng the time. In accordance with International standard 8601, time can be specified by a + or ation to Universal Time Coordinate (UTC) time acter, + and - are substituted by P and M in the entifier	- and ne; sin	an indication ce + is a
			•	e or more reference numbers or identification ne Reference Qualifier	numb	ers as

Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	\mathbf{M}	AN 1/50
			Reference information as defined for a particular Transact specified by the Reference Identification Qualifier	ion Set	or as
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	\mathbf{X}	AN 1/50
			Reference information as defined for a particular Transact specified by the Reference Identification Qualifier	ion Set	or as
Not Used	C04005	128	Reference Identification Qualifier	\mathbf{X}	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	\mathbf{X}	AN 1/50
			Reference information as defined for a particular Transact specified by the Reference Identification Qualifier	ion Set	or as

Segment: DTM Date/Time Reference

Position: 1302

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date

the form 615 was signed.

	Ref.	Data				
	Des.	Element	<u>Name</u>		Attr	<u>ributes</u>
M	DTM01	374	Date/Time Qualif	ier	M	ID 3/3
			Code specifying ty	pe of date or time, or both date and time		
			EDE	Executed		
				Use this code to indicate the date the fo signed.	rm 6	15 was
	DTM02	373	Date		X	DT 8/8
			Date expressed as	CCYYMMDD		
Not Used	DTM03	337	Time		\mathbf{X}	TM 4/8
Not Used	DTM04	623	HHMMSSD, or HI 59), S = integer sec	24-hour clock time as follows: HHMM, or HMMSSDD, where H = hours (00-23), M conds (00-59) and DD = decimal seconds; llows: D = tenths (0-9) and DD = hundred	= mi decin	nutes (00- nal seconds
Not Used	DTM05	1250	Organization stand in hours in relation	ne time. In accordance with International S ard 8601, time can be specified by a + or - to Universal Time Coordinate (UTC) time, + and - are substituted by P and M in the Format Qualifier	and a	an indication ce + is a
				e date format, time format, or date and time	e fori	nat
Not Used	DTM06	1251	Date Time Period		X	AN 1/35
			Expression of a dat	te, a time, or range of dates, times or dates	and t	imes

Segment: NX2 Location ID Component

Position: 1402

Loop: NM1 Optional (Must Use)

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To define types and values of a geographic location

Syntax Notes: Semantic Notes:

Comments: Notes:

When N901 in the 2/N9/1200 segment cites code 4A, use this segment to identify the

location where the form 615 was signed.

	Ref.	Data			
	Des.	Element	Name	Attr	<u>ibutes</u>
M	NX201	1106	Address Component Qualifier	M	ID 2/2
			Code qualifying the type of address component		
			17 Unstructured City and State		
M	NX202	166	Address Information	\mathbf{M}	AN 1/55
			Address information		
			Use this segment to identify the city and state where the form	n 615	was signed.
			The full name of the city, followed by a comma, followed by	the 2	2 position
			state code is preferred.		
Not Used	NX203	1096	County Designator	O	ID 5/5
			Code identifying the county within a state		

TPB Business Professional Title **Segment: Position:** 1602 Loop: NM1 Optional (Must Use) Level: Detail Usage: Optional Max Use: >1**Purpose:** To identify title of an individual within a company **Syntax Notes:** At least one of TPB01 or TPB02 is required. If TPB03 is present, then TPB01 is required. If TPB04 is present, then TPB03 is required. 3 **Semantic Notes:** TPB02 is free-form description of the title. **Comments: Notes:** When NM101 is code EAW, use this segment to identify the official position of the benefiting party. **Data Element Summary** Ref. Data **Element** Des. Name Attributes TPB01 **Business Professional Title Code** ID 1/3 1634 Code identifying title of an individual within a business Use one of the listed codes to specify the title. When code 10 is selected, identify the title in text in TPB02. Assistant Treasurer 6 7 Assistant Vice President 9 Attorney 1E Manager Member of the Board of Directors 1K Other Title 10 1P Owner Partner 1Q 1S President Senior Vice President 2B2E Treasurer Vice President 2H N Comptroller W General Counsel **TPB02** 933 Free-Form Message Text X AN 1/264 Free-form message text When TPB01 is code 10, use this data element to identify the title or position.

Code identifying the agency assigning the code values

A reference that indicates the table or text maintained by the Source Qualifier

Not Used

Not Used

TPB03

TPB04

559

822

Agency Qualifier Code

Source Subqualifier

X ID 2/2

O

AN 1/15

Segment: LQ Industry Code

Position: 2102

Loop: LQ Optional

Level: Detail Usage: Optional

Max Use: 1

Purpose: Code to transmit standard industry codesSyntax Notes: 1 If LQ01 is present, then LQ02 is required.

Semantic Notes: Comments:

Notes:

When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide a verification statement.

- 3. The verification statement is identified by a code contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
- 4. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Ref.	Data			
Des.	Element	<u>Name</u>	Attı	<u>ributes</u>
LQ01	1270	Code List Qualifier Code	O	ID 1/3
		Code identifying a specific industry code list		
		Use this data element to identify the code list that contains in LQ02.	the co	ode specified
		ECU California Lobbyist Report Codes		
LQ02	1271	Industry Code	X	AN 1/30
		Code indicating a code from a specific industry code list		
		When NM101 is code FN, enter a code from section 01 of	the Co	ılifornia
		Lobbyist Report Code List.		

Segment: AWD Amount with Description

Position: 2702

Loop: AWD Optional

Level: Detail Usage: Optional

Max Use:

Notes:

Purpose: To specify a code and/or description with an associated amount

Syntax Notes: 1 Only one of AWD02 or AWD03 may be present.

2 At least one of AWD02 or AWD03 is required.

Semantic Notes: Comments:

1 AWD03 is used when information source provides non-numeric values.

- 1. When NM101 is code PE or XA, use this segment to provide the amount paid or expense incurred.
- 2. When NM101 is code EAW, use this segment to provide the benefit amount.
- 3. When NM101 is code VN, use this segment to provide the portion of a credit card payment received by a vendor or the amount charged on a credit card applicable to a vendor.
- 4. When NM101 is code 40, use this segment to provide the contribution amount.
- 5. When NM101 is code 40, EAW, PE, VN, or XA, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.
- 6. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 05) to qualify the following amounts:

Form 615 Part I, Activity Expenses Paid, Incurred, Arranged or Provided by the Lobbyist

Amounts applicable when NM101 is code PE or XA Total Amount of Activity:
AWD01-01 code FS

Amounts applicable when NM101 is code EAW. Benefit Amount:

AWD01-01 code B1

Amounts applicable when NM101 is code VN. Attributed Amount: AWD01-01 code FS AWD01-09 code 05-A3

Form 615 Part II, Campaign Contributions Made or Delivered

Amounts applicable when NM101 is code 40 Amount:

AWD01-01 code 93

	Ref.	Data				
3.6	Des.	Element	Name		Attı M	<u>ributes</u>
M	AWD01	C007		Amount Qualifying Description		
			To qualify an am			
			Use this compos amount cited in	ite data element to provide multiple qualific	es tha	it identify the
M	C00701	522	Amount Qualifi		M	ID 1/3
112	000701	622	Code to qualify a		1,1	12 1/0
			93	Contribution		
			,,,	Use this code in conjunction with AWI	001-0	02 code 4L
				to indicate a cash contribution or in co		
				AWD01-03 code 8 to indicate total con	tribu	tions.
			B1	Benefit Amount		
			FS	Expense		
				Use this code top indicate Activity Exp		
Not Used	C00702	522	Amount Qualifi		O	ID 1/3
			Code to qualify a			
Not Used	C00703	1638	Value Detail Co		O	ID 1/1
				extent of an amount or quantity		
Not Used	C00704	935		ignificance Code	О	ID 2/2
				nchmark, qualify or further define a measure	ment	
Not Used	C00705	344	Unit of Time Pe		O	ID 2/2
			_	the time period or interval		
Not Used	C00706	1637	Net/Gross Code		O	ID 1/1
			_	whether monetary values are net or gross		
Not Used	C00707	935		ignificance Code	О	ID 2/2
	~~~~			nchmark, qualify or further define a measure		
Not Used	C00708	352	Description		0	AN 1/80
	~~~			cription to clarify the related data elements a		
	C00709	1271	Industry Code		O	AN 1/30
				a code from a specific industry code list	~ •	
			1. Use this data Lobbyist Report	element to cite a code from Section 5 of the	? Cali	ifornia
			Loodyisi Kepori	Coue List.		
			2. Cite code 05-	A3 only.		
	AWD02	782	Monetary Amou	unt	X	R 1/18
			Monetary amour	nt		
				t to identify the monetary amount associate		h the
Not Hand	A WDO2	<i>(</i> 1		ited in the $AWD01$ composite data element		A NI 1/20
Not Used	AWD03	61	Free-form Mes Free-form inform	_	X	AN 1/30
Not Hand	A WDOA	100			•	ID 2/2
Not Used	AWD04	100	Currency Code		0	ID 3/3
			Code (Standard I	(SO) for country in whose currency the charge	ges ai	re specified

Segment: DTM Date/Time Reference

Position: 2802

Loop: AWD Optional

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To specify pertinent dates and times

Syntax Notes: 1 At least one of DTM02 DTM03 or DTM05 is required.

2 If DTM04 is present, then DTM03 is required.

3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes: Comments:

Notes: 1. When AWD01-01 is code FS, use this segment to identify the date of the payment.

2. When AWD01-01 is code 40, use this segment to identify the date of the contribution.

	Ref. Des.	Data Floment	Name	,	Attr	ributes
M	<u>Des.</u> DTM01	Element 374	Date/Time	e Qualifier	M	ID 3/3
				fying type of date or time, or both date and time		
			666	Date Paid		
			EDD	Contribution		
	DTM02	373	Date		\mathbf{X}	DT 8/8
			Date expre	ssed as CCYYMMDD		
Not Used	DTM03	337	Time		\mathbf{X}	TM 4/8
Not Used	DTM04	623	HHMMSS 59), $S = int$	essed in 24-hour clock time as follows: HHMM, or D, or HHMMSSDD, where H = hours (00-23), M teger seconds (00-59) and DD = decimal seconds; and as follows: D = tenths (0-9) and DD = hundred to be	= miı decin	nutes (00- nal seconds
Not Used	DTM05	1250	Organization in hours in restricted control of the	ifying the time. In accordance with International S on standard 8601, time can be specified by a + or relation to Universal Time Coordinate (UTC) time haracter, + and - are substituted by P and M in the Period Format Qualifier	and a	an indication ce + is a
				ating the date format, time format, or date and time	e forn	nat
Not Used	DTM06	1251	Date Time		X and t	AN 1/35
			Expression	of a date, a time, or range of dates, times or dates	anu t	mes

Segment: N9 Reference Identification

Position: 3102

Loop: AWD Optional

Level: Detail
Usage: Optional
Max Use: >1

Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.2 If N906 is present, then N905 is required.

- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes: 1 N906 reflects the time zone which the time reflects.

2 N907 contains data relating to the value cited in N902.

Comments:

Not Used

Not Used

N906

N907

Notes:

1. When NM101 in the 2/NM1/0700 segment is code 40, EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data.

2. The Secretary of State's office will reject the filing of the form 615 if this transaction identifier is not a provided.

	Ref.	Data	Data Eler	ment Summary		
	Des.	Element	<u>Name</u>		Attı	<u>ributes</u>
M	N901	128	Reference Identif	fication Qualifier	\mathbf{M}	ID 2/3
			Code qualifying th	ne Reference Identification		
			TN	Transaction Reference Number		
				Use this code to indicate a monetary tridentifier applicable to an amount. The transaction identifier MUST be the same amounts within the same monetary transacciated with an entity. This same not transaction identifier MUST be used in where the monetary transaction is proamendments.	is moi me foi insact noneta n all s	netary r all ion ary chedules
	N902	127	Reference Identif	fication	X	AN 1/50
				ntion as defined for a particular Transaction	n Set o	or as
NI 4 TI I	N1002	260		eference Identification Qualifier	3 7	A DI 1/45
Not Used	N903	369	Free-form Descri	-	X	AN 1/45
	27004	2=2	Free-form descrip	tive text		D. T. O. 10
Not Used	N904	373	Date		O	DT 8/8
			Date expressed as	CCYYMMDD		
Not Used	N905	337	Time		\mathbf{X}	TM 4/8
			HHMMSSD, or H 59), S = integer se	24-hour clock time as follows: HHMM, of HMMSSDD, where H = hours (00-23), M records (00-59) and DD = decimal seconds; ollows: D = tenths (0-9) and DD = hundred	l = min decin	nutes (00- nal seconds

Code identifying the time. In accordance with International Standards

To identify one or more reference numbers or identification numbers as

Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow

O ID 2/2

Time Code

Reference Identifier

623

C040

Not Used	C04001	128	specified by the Reference Qualifier Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transacti specified by the Reference Identification Qualifier	on Set	or as
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transacti specified by the Reference Identification Qualifier	on Set	or as
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
Not Osea	C04000		1101010100 10010110001011		

Segment: Position: 3402 **AWD** Loop: Optional Level: Detail Usage: Optional Max Use: >1**Purpose:** To identify a party by type of organization, name, and code At least one of N102 or N103 is required. **Syntax Notes:** If either N103 or N104 is present, then the other is required. **Semantic Notes: Comments:** 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. N105 and N106 further define the type of entity in N101. 1. When AWD01-01 is code 93 and the contribution was made by someone other than **Notes:** the filer, use this segment to identify the contributor. 2. When AWD01-01 is code 93 and the contribution was made from an account under the filer's control, use this segment to identify the account name. **Data Element Summary** Ref. Data Des. Element Name **Attributes** M N101 98 **Entity Identifier Code** ID 2/3 Code identifying an organizational entity, a physical location, property or an individual **EAH** Contributor Use this code to indicate a contributor other than the filer. UL Special Account Use this code to indicate an account under the filer's control from which a contribution was made. **Must Use** N102 93 Name X AN 1/60 Free-form name 1. Use this data element to provide the full name of the entity or location. 2. If the entity is an individual, use the following format: Prefix, last name, first name, middle initial, suffix (if applicable).

Not Used N103 66 Identification Code Qualifier X ID 1/2

Code designating the system/method of code structure used for Identification

Code (67)

Not Used

N106

98

Not Used N104 67 Identification Code X AN 2/80

Code identifying a party or other code

Not Used N105 706 Entity Relationship Code O ID 2/2

Code describing entity relationship

Entity Identifier Code

Code identifying an organizational entity, a physical location, property or an

individual

ID 2/3

MTX Text **Segment:**

Position: 3502

> Loop: **AWD** Optional

Level: Detail Optional Usage: Max Use: >1

Purpose: To specify textual data

Syntax Notes: If MTX01 is present, then MTX02 is required.

- If MTX03 is present, then MTX02 is required.
- If MTX05 is present, then MTX04 is required. 3

Semantic Notes: Comments:

MTX05 is the number of lines to advance before printing. 1

If MTX04 is "AA - Advance the specific number of lines before print", then MTX05

is required.

Notes: 1. When AWD01-01 is code B1, use this segment to describe the goods or service to

which the benefit amount applies.

2. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment.

3. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.

4. This implementation convention limits the use of this segment to one time for each code listed in MTX01 per AWD loop. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

	Ref.	Data			
	Des.	Element	<u>Name</u>	<u>Attr</u>	<u>ributes</u>
	MTX01	363	Note Reference Code	O	ID 3/3
			Code identifying the functional area or purpose for which the	note	applies
			ADD Additional Information		
			EBC Description of Goods and Services		
	MTX02	1551	Message Text	X	AN 1/4096
			To transmit large volumes of message text		
			1. When MTX01 is code ADD, the full 4096 characters madata element.	y be ı	used in this
			2. When MTX01 is code EBC, this data element is limited to Exceeding this limit runs the risk of the data not being rece Secretary of State's office.		
Not Used	MTX03	1551	Message Text	O	AN 1/4096
			To transmit large volumes of message text		
Not Used	MTX04	934	Printer Carriage Control Code	\mathbf{X}	ID 2/2
			A field to be used for the control of the line feed of the receive	ing p	orinter
Not Used	MTX05	1470	Number	O	N0 1/9
			A generic number		
Not Used	MTX06	819	Language Code	O	ID 2/3
			Code designating the language used in text, from a standard maintained by the International Standards Organization (ISO		

Segment: ${\bf SE}$ Transaction Set Trailer

Position: 3600

Loop:

Level: Detail Usage: Mandatory

Max Use: 1

Purpose: To indicate the end of the transaction set and provide the count of the transmitted

segments (including the beginning (ST) and ending (SE) segments)

Syntax Notes: Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

M	Ref. <u>Des.</u> SE01	Data <u>Element</u> 96	Name Number of Included Segments	Attr M	<u>ributes</u> N0 1/10
	52 01		Total number of segments included in a transaction set including ST and SE segments		
			This data element identifies the total number of segments included in the transaction set being transmitted. This number includes the ST (header) and SE (trailer) segments		
M	SE02	329	Transaction Set Control Number	M	AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		
			This data element MUST cite the same number as is cited in ST02 of the 1/ST/0100 segment.		