113 Election Campaign and Lobbyist Reporting

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

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 No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
6	0100	ST	Transaction Set Header	M	1		
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	O	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	O	1		n3
Not Used	1400	LQ	Industry Code	O	>1		n4
Not Used	1500	MTX	Text	O	>1		

Detail:

Page	Pos.	Seg.		Req.		Loop	Notes and

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

48	0701	NM1	Individual or Organizational Name	O	1		n10
50	0801	N2	Additional Name Information	O	2		
51	0901	N3	Address Information	O	2		
52	1001	N4	Geographic Location	O	1		
Not Used	1101	PER	Administrative Communications Contact	O	>1		
53	1201	N9	Reference Identification	O	>1		
Not Used	1301	DTM	Date/Time Reference	O	>1		
Not Used	1401	NX2	Location ID Component	O	>1		
Not Used	1501	EMS	Employment Position	O	>1		
Not Used	1601	TPB	Business Professional Title	O	>1		
Not Used	1701	PWK	Paperwork	O	>1		
Not Used	1801	PAM	Period Amount	O	>1		
Not Used	1901	G86	Signature	O	1		
Not Used	2001	MTX	Text	O	>1		
			LOOP ID - LQ			>1	
Not Used	2101	LQ	Industry Code	O	1		
Not Used	2201	N9	Reference Identification	O	>1		
Not Used	2301	DTM	Date/Time Reference	O	>1		
Not Used	2401	PCT	Percent Amounts	O	>1		
Not Used	2501	QTY	Quantity	O	>1		
Not Used	2601	MTX	Text	O	>1		
			LOOP ID - AWD			>1	
55	2701	AWD	Amount with Description	O	1		
Not Used	2801	DTM	Date/Time Reference	O	>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	O	>1		
Not Used	3301	LQ	Industry Code	O	>1		
Not Used	3401	N1	Name	O	>1		
59	3501	MTX	Text	O	>1		
			LOOP ID - HL			>1	
60	0102	HL	Hierarchical Level	O	1		n11
			LOOP ID - N9			>1	
62	0202	N9	Reference Identification	O	1		
64	0302	DTM	Date/Time Reference	O	>1		
Not Used	0402	NX2	Location ID Component	O	>1		
65	0502	LQ	Industry Code	O	>1		n12
66	0602	MTX	Text	O	>1		
			LOOP ID - NM1			>1	
67	0702	NM1	Individual or Organizational Name	O	1		n13
71	0802	N2	Additional Name Information	O	2		
72	0902	N3	Address Information	O	2		
73	1002	N4	Geographic Location	O	1		
74	1102	PER	Administrative Communications Contact	O	>1		
75	1202	N9	Reference Identification	O	>1		
77	1302	DTM	Date/Time Reference	O	>1		
78	1402	NX2	Location ID Component	O	>1		
Not Used	1502	EMS	Employment Position	O	>1		
79	1602	TPB	Business Professional Title	O	>1		

Not Used	1702	PWK	Paperwork	O	>1
Not Used	1802	PAM	Period Amount	O	>1
Not Used	1902	G86	Signature	O	1
Not Used	2002	MTX	Text	O	>1
			LOOP ID - LQ		>1
80	2102	LQ	Industry Code	O	1
Not Used	2202	N9	Reference Identification	O	>1
Not Used	2302	DTM	Date/Time Reference	O	>1
Not Used	2402	PCT	Percent Amounts	O	>1
Not Used	2502	QTY	Quantity	O	>1
Not Used	2602	MTX	Text	O	>1
			LOOP ID - AWD		>1
81	2702	AWD	Amount with Description	O	1
83	2802	DTM	Date/Time Reference	O	>1
Not Used	2902	PCT	Percent Amounts	O	>1
Not Used	3002	QTY	Quantity	O	>1
84	3102	N9	Reference Identification	O	>1
Not Used	3202	PDL	Payment Details	O	>1
Not Used	3302	LQ	Industry Code	O	>1
86	3402	N1	Name	O	>1
87	3502	MTX	Text	O	>1
88	3600	SE	Transaction Set Trailer	M	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:				

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	**ST01**	**143**	**Transaction Set Identifier Code**	**M**	**ID 3/3**
			Code uniquely identifying a Transaction Set		
			113 Election Campaign and Lobbyist Reporting		
M	**ST02**	**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		
			A unique number assigned by the submitter of the transaction set or the application program. This same number is cited in SE02 of the 2/SE/3600 segment.		
	ST03	**1705**	**Implementation Convention Reference**	**O**	**AN 1/35**
			Reference assigned to identify Implementation Convention		
			Cite 113CA625		

	Segment:	**BGN** Beginning Segment
	Position:	0200
	Loop:	
	Level:	Heading
	Usage:	Mandatory
	Max Use:	1
	Purpose:	To indicate the beginning of a transaction set

Syntax Notes: **1**   If BGN05 is present, then BGN04 is required.

Semantic Notes: **1**   BGN02 is the transaction set reference number.

    2   BGN03 is the transaction set date.

    3   BGN04 is the transaction set time.

    4   BGN05 is the transaction set time qualifier.

    5   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. Des.	Data Element	Name	Attributes
M	**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.

M	**BGN02**	**127**	**Reference Identification**	**M AN 1/50**

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.

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 transmission. 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 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

| | BGN06 | 127 | Reference Identification | O | AN 1/50 |

Reference information as defined for a particular Transaction Set or as 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 number of the previously transmitted 113 transaction set was cited in BGN02 of that transmission. This data element is REQUIRED when BGN01 cites code CO.

| | BGN07 | 640 | Transaction Type Code | O | 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 sender to the information following

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 Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	NM101	98	**Entity Identifier Code**	M	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		
			Use this segment to qualify the entity identified in the following data elements.		
			FR Message From		
			Use this code to indicate the entity submitting the data.		
			TO Message To		
			Use this code to indicate the entity that is to receive the data.		
M	NM102	1065	**Entity Type Qualifier**	M	ID 1/1
			Code qualifying the type of entity		
			Use this data element to identify the entity qualified in NM101 as a person, a government entity, or an entity other than an individual or government entity.		
			1 Person		
			Use this code to indicate an individual.		
			2 Non-Person Entity		
			G Government		
Must Use	NM103	1035	**Name Last or Organization Name**	O	AN 1/60
			Individual last name or organizational name		
			1. Use this data element 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 G, and the name of the is greater than 60 characters, use the 1/N2/0800 segment to provide the balance of the name.		
	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**	O	AN 1/10
			Prefix to individual name		
	NM107	1039	**Name Suffix**	O	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 for Identification Code (67)		
Not Used	NM109	67	**Identification Code**	X	AN 2/80

Code identifying a party or other code

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			

Segment: **N2** Additional Name Information
Position: 0800
Loop: NM1   Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes: *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.

Data Element Summary

	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 moniker and cite the numeric 1, 2, or 3.

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

	Ref. Des.	Data Element	Name	Attributes	
	N202	93	Name	O	AN 1/60
			Free-form name		

Segment:	**HL** Hierarchical Level			
Position:	0100			
Loop:	HL Optional (Must Use)			
Level:	Detail			
Usage:	Optional (Must Use)			
Max Use:	1			
Purpose:	To identify dependencies among and the content of hierarchically related groups of data segments			
Syntax Notes:				
Semantic Notes:				
Comments:	1	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 line-item data. The HL segment defines a top-down/left-right ordered structure.		
	2	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.		
	3	HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.		
	4	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.		
	5	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 Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	HL01	628	**Hierarchical ID Number**	M AN 1/12
			A unique number assigned by the sender to identify a particular data segment in a hierarchical structure	
			Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.	
Not Used	HL02	734	**Hierarchical Parent ID Number**	O AN 1/12
			Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	
M	HL03	735	**Hierarchical Level Code**	M ID 1/2
			Code defining the characteristic of a level in a hierarchical structure	
			1. This data element is used to identify the type of data that is being transmitted within the current HL loop.	
			2. Each of the listed codes MUST be used only one time.	
		4	Group	
			1. Use this code to indicate 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.	
			2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the applicable entities.	
		EB	Filer	
			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

Segment:	**N9**	**Reference Identification**	
Position:	0200		
Loop:	N9	Optional (Must Use)	
Level:	Detail		
Usage:	Optional (Must Use)		
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 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 Element Summary

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

Code qualifying the Reference Identification

    FQ   Form Number

Use this code to indicate the number of the form that is being transmitted, i.e., F625.

    O8   Original Filing

When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 625.

    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. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 625.

	Ref. Des.	Data Element	Name	Attributes
	N902	127	**Reference Identification**	X AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

	Ref. Des.	Data Element	Name	Attributes
Not Used	N903	369	**Free-form Description**	X AN 1/45

Free-form descriptive text

	Ref. Des.	Data Element	Name	Attributes
Not Used	N904	373	**Date**	O DT 8/8

Date expressed as CCYYMMDD

	Ref. Des.	Data Element	Name	Attributes
Not Used	N905	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)

	Ref. Des.	Data Element	Name	Attributes
Not Used	N906	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 | N907 | C040 | **Reference Identifier** | | **O** | |

To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

| 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 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 specified by the Reference Identification Qualifier

| 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 Set or as specified by the Reference Identification Qualifier

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 Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	DTM01	374	Date/Time Qualifier	M	ID 3/3

Code specifying type of date or time, or both date and time

Use this data element to cite a code that qualifies the date identified in DTM02.

090	Report Start	

Use this code to indicate the cumulative period beginning date.

193	Period Start	

Use this code to indicate the "from" date for a reporting period.

194	Period End	

Use this code to indicate the "through" date for a reporting period.

	DTM02	373	Date	X	DT 8/8

Date expressed as CCYYMMDD

Use this data element to identify the date applicable to the qualifier code cited in DTM01.

Not Used	DTM03	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)

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	X	ID 2/3

Code indicating the date format, time format, or date and time format

Not Used	DTM06	1251	Date Time Period	X	AN 1/35

Expression of a date, a time, or range of dates, times or dates and times

Segment:	**LQ** Industry Code
Position:	0500
Loop:	N9 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	Code to transmit standard industry codes
Syntax 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.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes	
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 the code specified in LQ02.		
		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 contributions were made during this report period. Enter a code from section 02 of the California Lobbyist Report Code List.		

Segment:	# MTX Text
Position:	0600
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:	1 MTX05 is the number of lines to advance before printing.
Comments:	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.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
	MTX01	**363**	**Note Reference Code**	**O**	**ID 3/3**
			Code identifying the functional area or purpose for which the 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 receiving 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 code list maintained by the International Standards Organization (ISO 639)		

Segment:	**NM1** Individual or Organizational Name			

Segment: **NM1** Individual or Organizational Name
Position: 0700
Loop: NM1   Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
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: *1. 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 6O in N901 and provide the cross reference number in N902.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
M NM101	98	**Entity Identifier Code**	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		Use this segment to qualify the entity identified in the following data elements.	
	31	Postal Mailing Address	
		1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the mailing address of the filer if different than the business address.	
		2. When this code is used, NM102 should cite code 2.	
	36	Employer	
		1. When HL03 in the 2/HL/0100 segment is code EC, use this code to indicate the entity with whom the filer	

40   Receiver

EAD   Client

EAF   Committee

EAR   Lobbying Firm

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.

EAW   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.

FN   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.

GW   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.

PE   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 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	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.

1   Person

Use this code to indicate an individual.

2   Non-Person Entity

			Use this code to indicate an entity other than an individual or committee.		
		6	Organization		
			Use this code to indicate a committee.		

Must Use   **NM103**   **1035**   **Name Last or Organization 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**   **O**   **AN 1/35**

Individual first name

       NM105   **1037**   **Name Middle**   **O**   **AN 1/25**

Individual middle name or initial

       NM106   **1038**   **Name Prefix**   **O**   **AN 1/10**

Prefix to individual name

       NM107   **1039**   **Name Suffix**   **O**   **AN 1/10**

Suffix to individual 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 EAF or 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:	0800
	Loop:	NM1 Optional (Must Use)
	Level:	Detail
	Usage:	Optional
	Max Use:	2
	Purpose:	To specify additional names
	Syntax Notes:	
	Semantic Notes:	
	Comments:	
	Notes:	*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.

Data Element Summary

	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 moniker and cite the numeric 1, 2, or 3.		
			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.*		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	N301	166	**Address Information**	M AN 1/55
			Address information	
	N302	166	**Address Information**	O AN 1/55
			Address information	

| Segment: | **N4** Geographic Location | | |

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.
	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.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
	N401	19	**City Name**	O	**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 government agency		
Must Use	N403	116	**Postal Code**	O	**ID 3/15**
			Code defining international postal zone code excluding punctuation and blanks (zip code for United States)		
			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**	X	**ID 1/3**
			Code identifying the country subdivision		

Segment:		**PER** Administrative Communications Contact			
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:		1	If either PER03 or PER04 is present, then the other is required.		
		2	If either PER05 or PER06 is present, then the other is required.		
		3	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. Des.	Data Element	Name	Attributes	
M	**PER01**	**366**	**Contact Function Code**	**M**	**ID 2/2**
			Code identifying the major duty or responsibility of the person or group named		
			Use this data element to qualify the party associated with the communication 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 number. Include the area code and extension, if applicable. Concatenate the letter X plus 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 code when applicable		
	PER07	**365**	**Communication Number Qualifier**	**X**	**ID 2/2**
			Code identifying the type of communication number		
			FX Facsimile		
	PER08	**364**	**Communication Number**	**X**	**AN 1/256**
			Complete communications number including country or area code when applicable		
Not Used	**PER09**	**443**	**Contact Inquiry Reference**	**O**	**AN 1/20**
			Additional reference number or description to clarify a contact number		

Segment:	**N9** Reference Identification			

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. Des.	Data Element	Name	Attributes
M	N901	128	**Reference Identification Qualifier**	M 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 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.

3. When this code is used, identify the state agency or department in N903.

ECC   Legislative Identification Number

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.

	N902	127	**Reference Identification**		X	AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

	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 state agency or department associated with the administrative action that was lobbied.

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, 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	N906	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	N907	C040	**Reference Identifier**		O	

To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

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 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 specified by the Reference Identification Qualifier

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 Set or as specified by the Reference Identification Qualifier

	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.*

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	DTM01	374	**Date/Time Qualifier**	M	ID 3/3
			Code specifying type of date or time, or both date and time		
			EDE Executed		
			Use this code to indicate the date the form 625 was signed.		
	DTM02	373	**Date**	X	DT 8/8
			Date expressed as CCYYMMDD		
Not Used	DTM03	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)		
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**	X	ID 2/3
			Code indicating the date format, time format, or date and time format		
Not Used	DTM06	1251	**Date Time Period**	X	AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times		

				Segment:	**NX2** Location ID Component

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.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
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**	M	AN 1/55
			Address information		
			Use this segment to identify the city and state where the form 625 was signed. The full name of the city, followed by a comma, followed by the 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.		
	3	If TPB04 is present, then TPB03 is required.		
Semantic Notes:	1	TPB02 is free-form description of the title.		
Comments:				

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.

<div align="center">

Data Element Summary

</div>

Ref. Des.	Data Element	Name	Attributes	
TPB01	**1634**	**Business Professional Title Code**	**X**	**ID 1/3**

Code identifying title of an individual within a business

Use one of the listed codes to specify the title. When code 1O 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
1O	Other Title
1P	Owner
1Q	Partner
1S	President
2B	Senior Vice President
2E	Treasurer
2H	Vice President
N	Comptroller
W	General Counsel

Ref. Des.	Data Element	Name	Attributes	
TPB02	**933**	**Free-Form Message Text**	**X**	**AN 1/264**

Free-form message text

When TPB01 is code 1O, use this data element to identify the title.

Ref. Des.	Data Element	Name	Attributes	
Not Used	**TPB03**	**559**	**Agency Qualifier Code**	**X**	**ID 2/2**

Code identifying the agency assigning the code values

Ref. Des.	Data Element	Name	Attributes	
Not Used	**TPB04**	**822**	**Source Subqualifier**	**O**	**AN 1/15**

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

Segment: **LQ** Industry Code
Position: 2100
Loop: LQ   Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: Code to transmit standard industry codes
Syntax 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.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes	
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 the code specified in LQ02.

  ECU   California Lobbyist Report Codes

Ref. Des.	Data Element	Name	Attributes	
LQ02	1271	Industry Code	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 section 01 of the California Lobbyist Report Code List.

Segment:	# AWD Amount with Description

Position: 2700
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: 1 AWD03 is used when information source provides non-numeric values.
Comments:
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   AWD01-01 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: Cumulative Total to Date:
AWD01-01 code EBZ   AWD01-01 code EBZ
AWD01-05 code ED   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

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	AWD01	C007	**Amount Qualifying Description**	M	
			To qualify an amount		

Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.

	Ref. Des.	Data Element	Name		Attributes
M	C00701	522	**Amount Qualifier Code**	M	ID 1/3
			Code to qualify amount		

93	Contribution
AGR	Aggregate Reimbursements or Refunds

Use this code to indicate 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.

B1	Benefit Amount
EBZ	Payment
ECH	Reimbursed Amount

Use this code to indicate Reimbursement of Expenses.

FE	Fee

Use this code to indicate Fees and Retainers.

FS	Expense

Use this code to indicate Activity Expenses.

PQ	Advance Amount

Use this code to indicate Advances and Other Payments.

	Ref. Des.	Data Element	Name		Attributes
Not Used	C00702	522	**Amount Qualifier Code**	O	ID 1/3
			Code to qualify amount		
	C00703	1638	**Value Detail Code**	O	ID 1/1
			Code identifying extent of an amount or quantity		

2	Cumulative
8	Total
P	Paid
R	Received

	Ref. Des.	Data Element	Name		Attributes
Not Used	C00704	935	**Measurement Significance Code**	O	ID 2/2
			Code used to benchmark, qualify or further define a measurement value		
	C00705	344	**Unit of Time Period or Interval**	O	ID 2/2
			Code indicating the time period or interval		

ED	This Period
EE	To Date

	Ref. Des.	Data Element	Name		Attributes
Not Used	C00706	1637	**Net/Gross Code**	O	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 measurement value		
Not Used	C00708	352	**Description**	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
	C00709	1271	**Industry Code**	O	AN 1/30
			Code indicating a 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.*
>
> *2. Cite code 05-A3 only.*

	AWD02	**782**	**Monetary Amount**		**X**	**R 1/18**
			Monetary amount			

> *Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.*

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 charges are 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.		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	DTM01	374	**Date/Time Qualifier**	M	ID 3/3
			Code specifying type of date or time, or both date and time		
			666 Date Paid		
			EDD Contribution		
	DTM02	373	**Date**	X	DT 8/8
			Date expressed as CCYYMMDD		
Not Used	DTM03	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)		
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**	X	ID 2/3
			Code indicating the date format, time format, or date and time format		
Not Used	DTM06	1251	**Date Time Period**	X	AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times		

Segment:		**N9**	Reference Identification		

Segment: **N9** Reference Identification

Position:	3100
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:	
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. Des.	Data Element	Name	Attributes	
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 transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.

	N902	**127**	**Reference Identification**	**X**	**AN 1/50**

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Not Used	**N903**	**369**	**Free-form Description**	**X**	**AN 1/45**

Free-form descriptive 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, 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	**N906**	**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	**N907**	**C040**	**Reference Identifier**	**O**	

To identify one or more reference numbers or identification numbers as

			specified by the Reference Qualifier		
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 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 specified by the Reference Identification Qualifier		
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 Set or as specified by the Reference Identification Qualifier		

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:		1 MTX05 is the number of lines to advance before printing.		
Comments:		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 Element Summary

Ref. Des.	Data Element	Name	Attributes	
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	
PMT	Payment	

When AWD01-01 is code PQ, use this code to indicate an explanation of the advance or other payment.

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 may be used in this data element.

2. When MTX01 is code EBC or PMT, this data element is limited to 90 characters. Exceeding this limit runs the risk of the data not being received by the 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**	**X** **ID 2/2**

A field to be used for the control of the line feed of the receiving 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 code list maintained by the International Standards Organization (ISO 639)

			Segment:	**HL** Hierarchical Level

Segment: **HL** Hierarchical Level
Position: 0101
Loop: HL   Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments
Syntax Notes:
Semantic Notes:
Comments:

1   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 line-item data.
The HL segment defines a top-down/left-right ordered structure.

2   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.

3   HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.

4   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.

5   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 Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	**HL01**	**628**	**Hierarchical ID Number**	**M AN 1/12**

A unique number assigned by the sender to identify a particular data segment in a hierarchical structure

Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.

Not Used	**HL02**	**734**	**Hierarchical Parent ID Number**	**O AN 1/12**

Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to

M	**HL03**	**735**	**Hierarchical Level Code**	**M ID 1/2**

Code defining the characteristic of a level in a hierarchical structure

1. This data element is used to identify the type of data that is being transmitted within the current HL loop.

2. Each of the listed codes MUST be used only one time.

EB   Filer

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 630.

2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.

EF   Expenditures

1. Use this code to indicate data related to payments made to lobbying coalitions is being provided.

RP   Report

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

Segment:	**N9** Reference Identification		
Position:	0201		
Loop:	N9 Optional (Must Use)		
Level:	Detail		
Usage:	Optional (Must Use)		
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 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 Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	**N901**	**128**	**Reference Identification Qualifier**	**M**	**ID 2/3**
			Code qualifying the Reference Identification		
		FQ	Form Number		
			Use this code to indicate the number of the form that is being transmitted, i.e., F630.		
		O8	Original Filing		
			When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 630.		
		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. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 630.		
	N902	**127**	**Reference Identification**	**X**	**AN 1/50**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	**N903**	**369**	**Free-form Description**	**X**	**AN 1/45**
			Free-form descriptive 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, 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	**N906**	**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	N907	C040	**Reference Identifier**		**O**	
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier			
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 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 specified by the Reference Identification Qualifier			
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 Set or as specified by the Reference Identification Qualifier			

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 Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	DTM01	374	**Date/Time Qualifier**	M	ID 3/3
			Code specifying type of date or time, or both date and time		
			Use this data element to cite a code that qualifies the date identified in DTM02.		
			090	Report Start	
				Use this code to indicate the cumulative period beginning date.	
			193	Period Start	
				Use this code to indicate the "from" date for a reporting period.	
			194	Period End	
				Use this code to indicate the "through" date for a reporting period.	
	DTM02	373	**Date**	X	DT 8/8
			Date expressed as CCYYMMDD		
			Use this data element to identify the date applicable to the qualifier code cited in DTM01.		
Not Used	DTM03	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)		
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**	X	ID 2/3
			Code indicating the date format, time format, or date and time format		
Not Used	DTM06	1251	**Date Time Period**	X	AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times		

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

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
	MTX01	**363**	**Note Reference Code**	**O**	**ID 3/3**
			Code identifying the functional area or purpose for which the 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 receiving 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 code list maintained by the International Standards Organization (ISO 639)		

Segment:		**NM1** Individual or Organizational Name			

Segment: **NM1** Individual or Organizational Name
Position: 0701
Loop: NM1   Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
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: *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.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	NM101	98	**Entity Identifier Code**	M	ID 2/3

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

Use this segment to qualify the entity identified in the following data elements.

    FN   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 may cite code 1 or 2 and the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number.

    PE   Payee

1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate a lobbying coalition. Identify all lobbying coalitions of which the filer is a member whether or not a payment was made to that coalition during the reporting period.

2. When this code is used, NM102 should cite code 2, and 2/AWD/2700 loop should be used if a payment was made to the coalition during this reporting period.

M	NM102	1065	**Entity Type Qualifier**	M	ID 1/1

Code qualifying the type of entity

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

    1   Person

Use this code to indicate an individual.

    2   Non-Person Entity

Use this code to indicate an entity other than an individual or committee.

Must Use	NM103	1035	**Name Last or Organization 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.

	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**	O	**AN 1/10**
			Prefix to individual name		
	NM107	1039	**Name Suffix**	O	**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 for Identification Code (67)		
Not Used	**NM109**	67	**Identification Code**	X	**AN 2/80**
			Code identifying a party or other code		
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

Segment: **N2** Additional Name Information
Position: 0801
Loop: NM1   Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:
> *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.*

Data Element Summary

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 moniker and cite the numeric 1, 2, or 3.*
>
> *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:	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.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N301	166	**Address Information**	M	AN 1/55
			Address information		
	N302	166	**Address Information**	O	AN 1/55
			Address information		

			Segment:	**N4** Geographic Location		

Segment: **N4** Geographic Location

Position: 1001
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.*

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
	N401	19	City Name	O	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 government agency		
Must Use	N403	116	Postal Code	O	ID 3/15
			Code defining international postal zone code excluding punctuation and blanks (zip code for United States)		
			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	X	ID 1/3
			Code identifying the country subdivision		

Segment: **N9** Reference Identification
Position: 1201
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: *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.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N901	128	Reference Identification Qualifier	M	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 State assigned electronic filer identification number.

	Ref. Des.	Data Element	Name	Attributes	
	N902	127	Reference Identification	X	AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

	Ref. Des.	Data Element	Name	Attributes	
Not Used	N903	369	Free-form Description	X	AN 1/45

Free-form descriptive text

	Ref. Des.	Data Element	Name	Attributes	
Not Used	N904	373	Date	O	DT 8/8

Date expressed as CCYYMMDD

	Ref. Des.	Data Element	Name	Attributes	
Not Used	N905	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)

	Ref. Des.	Data Element	Name	Attributes	
Not Used	N906	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

	Ref. Des.	Data Element	Name	Attributes	
Not Used	N907	C040	Reference Identifier	O	

To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

	Ref. Des.	Data Element	Name	Attributes	
Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3

Code qualifying the Reference Identification

	Ref. Des.	Data Element	Name	Attributes	
Not Used	C04002	127	Reference Identification	M	AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

	Ref. Des.	Data Element	Name	Attributes	
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3

Code qualifying the Reference Identification

	Ref. Des.	Data Element	Name	Attributes	
Not Used	C04004	127	Reference Identification	X	AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

| 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 Set or as specified by the Reference Identification Qualifier

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

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

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	AWD01	C007	**Amount Qualifying Description**	**M**	
			To qualify an amount		
			Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.		
M	C00701	522	**Amount Qualifier Code**	**M**	**ID 1/3**
			Code to qualify amount		
			EBZ Payment		
			When NM101 in the 2/NM1/0700 segment is code PE, use this code to indicate an other type of expenditure .		
Not Used	C00702	522	**Amount Qualifier Code**	**O**	**ID 1/3**
			Code to qualify amount		
	C00703	1638	**Value Detail Code**	**O**	**ID 1/1**
			Code identifying extent of an amount or quantity		
			2 Cumulative		
Not Used	C00704	935	**Measurement Significance Code**	**O**	**ID 2/2**
			Code used to benchmark, qualify or further define a measurement value		
	C00705	344	**Unit of Time Period or Interval**	**O**	**ID 2/2**
			Code indicating the time period or interval		
			EA Calendar Year-to-Date		

ED   This Period

Not Used	C00706	1637	**Net/Gross Code**	**O**	**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 measurement value		
Not Used	C00708	352	**Description**	**O**	**AN 1/80**
			A free-form description to clarify the related data elements and their 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 associated with the qualifier codes cited in the AWD01 composite data element.

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 charges are specified		

Segment:	**N9** Reference Identification			
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:	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 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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
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 transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.

	Ref. Des.	Data Element	Name	Attributes	
	N902	**127**	**Reference Identification**	**X**	**AN 1/50**

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Not Used	**N903**	**369**	**Free-form Description**	**X**	**AN 1/45**

Free-form descriptive 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, 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	**N906**	**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	**N907**	**C040**	**Reference Identifier**	**O**	

To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

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 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 specified by the Reference Identification Qualifier		
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 Set or as specified by the Reference Identification Qualifier		

	Segment:	**MTX** Text
	Position:	3501
	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:	1 MTX05 is the number of lines to advance before printing.
	Comments:	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.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
	MTX01	**363**	**Note Reference Code**	**O**	**ID 3/3**
			Code identifying the functional area or purpose for which the 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 receiving 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 code list maintained by the International Standards Organization (ISO 639)		

Segment:	**HL** Hierarchical Level				

Segment: **HL** Hierarchical Level
Position: 0102
Loop: HL   Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments
Syntax Notes:
Semantic Notes:
Comments:
1   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 line-item data.
The HL segment defines a top-down/left-right ordered structure.
2   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.
3   HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
4   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.
5   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 Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	HL01	628	**Hierarchical ID Number**	M	AN 1/12

A unique number assigned by the sender to identify a particular data segment in a hierarchical structure

Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.

Not Used	HL02	734	**Hierarchical Parent ID Number**	O	AN 1/12

Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to

M	HL03	735	**Hierarchical Level Code**	M	ID 1/2

Code defining the characteristic of a level in a hierarchical structure

1. This data element is used to identify the type of data that is being transmitted within the current HL loop.

2. Each of the listed codes MUST be used only one time.

    EB   Filer

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 615.

2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.

    EF   Expenditures

1. Use this code to indicate data related to payments made is being provided.

RP Report

ZZ Mutually Defined

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

Segment:		**N9** Reference Identification	
Position:	0202		
Loop:	N9	Optional (Must Use)	
Level:	Detail		
Usage:	Optional (Must Use)		
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 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 Element Summary

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

Code qualifying the Reference Identification

FQ   Form Number

Use this code to indicate the number of the form that is being transmitted, i.e., F615.

O8   Original Filing

When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 615.

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. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 615.

	N902	127	**Reference Identification**	X	AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Not Used	N903	369	**Free-form Description**	X	AN 1/45

Free-form descriptive 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, 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	N906	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	N907	C040	**Reference Identifier**	**O**	
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier		
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 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 specified by the Reference Identification Qualifier		
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 Set or as specified by the Reference Identification Qualifier		

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 Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	DTM01	374	**Date/Time Qualifier**	M ID 3/3
			Code specifying type of date or time, or both date and time	
			Use this data element to cite a code that qualifies the date identified in DTM02.	
			193 Period Start	
			Use this code to indicate the "from" date for a reporting period.	
			194 Period End	
			Use this code to indicate the "through" date for a reporting period.	
	DTM02	373	**Date**	X DT 8/8
			Date expressed as CCYYMMDD	
			Use this data element to identify the date applicable to the qualifier code cited in DTM01.	
Not Used	DTM03	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)	
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**	X ID 2/3
			Code indicating the date format, time format, or date and time format	
Not Used	DTM06	1251	**Date Time Period**	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 codes	
Syntax 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.	

Data Element Summary

Ref. Des.	Data Element	Name	Attributes	
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 the code specified in LQ02.		
		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 contributions were made during this report period and/or to identify whether or not expenses were incurred or paid during the report period. Enter a code from section 02 of the California Lobbyist Report Code List.		

Segment:		**MTX** Text	
Position:		0602	
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:		1 MTX05 is the number of lines to advance before printing.	
Comments:		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.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
	MTX01	363	Note Reference Code	O	ID 3/3
			Code identifying the functional area or purpose for which the 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 receiving 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 code list maintained by the International Standards Organization (ISO 639)		

Segment:		**NM1** Individual or Organizational Name		

Segment:	**NM1** Individual or Organizational Name
Position:	0702
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional (Must Use)
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:	*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 6O in N901 and provide the cross reference number in N902.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	NM101	98	**Entity Identifier Code**	M ID 2/3

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

Use this segment to qualify the entity identified in the following data elements.

| | | 31 | Postal Mailing Address | |

1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the mailing address of the filer if different than the business address.

2. When this code is used, NM102 should cite code 2.

| | | 36 | Employer | |

1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the employer of the filer.

2. When this code is used, NM102 should cite code 2.

| | | 40 | 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.
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.
EAW	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.
FN	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.
PE	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.
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, 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.

M	**NM102**	**1065**	**Entity Type Qualifier**	**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.

1   Person

Use this code to indicate an individual.

2   Non-Person Entity

Use this code to indicate an entity other than an individual or committee.

6   Organization

Use this code to indicate a committee.

Must Use	**NM103**	**1035**	**Name Last or Organization 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**	**O**	**AN 1/35**

Individual first name

	NM105	**1037**	**Name Middle**	**O**	**AN 1/25**

Individual middle name or initial

	NM106	**1038**	**Name Prefix**	**O**	**AN 1/10**

Prefix to individual name

	NM107	**1039**	**Name Suffix**	**O**	**AN 1/10**

Suffix to individual 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

Segment: **N2** Additional Name Information
Position: 0802
Loop: NM1   Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes: *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.

Data Element Summary

	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 moniker and cite the numeric 1, 2, or 3.

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:	0902			
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.*			

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N301	166	**Address Information**	M	AN 1/55
			Address information		
	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.*		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
	N401	19	**City Name**	**O**	**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 government agency		
Must Use	N403	116	**Postal Code**	**O**	**ID 3/15**
			Code defining international postal zone code excluding punctuation and blanks (zip code for United States)		
			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**	**X**	**ID 1/3**
			Code identifying the country subdivision		

Segment:	**PER** Administrative Communications Contact				

Segment: **PER** Administrative Communications Contact
Position: 1102
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: 1 If either PER03 or PER04 is present, then the other is required.
2 If either PER05 or PER06 is present, then the other is required.
3 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. Des.	Data Element	Name		Attributes
M	PER01	366	Contact Function Code	M	ID 2/2

Code identifying the major duty or responsibility of the person or group named

Use this data element to qualify the party associated with the communication 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 number. Include the area code and extension, if applicable. Concatenate the letter X plus 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 code when applicable

	PER07	365	Communication Number Qualifier	X	ID 2/2

Code identifying the type of communication number

    FX   Facsimile

	PER08	364	Communication Number	X	AN 1/256

Complete communications number including country or area code when applicable

Not Used	PER09	443	Contact Inquiry Reference	O	AN 1/20

Additional reference number or description to clarify a contact number

Segment:		**N9** Reference Identification			

Segment: **N9** Reference Identification

Position: 1202
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 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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	N901	128	**Reference Identification Qualifier**	M	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 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.

	Ref. Des.	Data Element	Name	Attributes	
	N902	127	**Reference Identification**	X	AN 1/50

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Not Used	N903	369	**Free-form Description**	X	AN 1/45

Free-form descriptive 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, 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	N906	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	N907	C040	**Reference Identifier**	O	

To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier

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 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 specified by the Reference Identification Qualifier		
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 Set or as specified by the Reference Identification Qualifier		

			Segment:	**DTM** Date/Time Reference

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.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	DTM01	374	Date/Time Qualifier	M	ID 3/3

Code specifying type of date or time, or both date and time

EDE   Executed

Use this code to indicate the date the form 615 was signed.

	DTM02	373	Date	X	DT 8/8

Date expressed as CCYYMMDD

Not Used	DTM03	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)

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	X	ID 2/3

Code indicating the date format, time format, or date and time format

Not Used	DTM06	1251	Date Time Period	X	AN 1/35

Expression of a date, a time, or range of dates, times or dates and times

			Segment:	**NX2** Location ID Component		

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.*

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
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**		M	AN 1/55
			Address information			
			Use this segment to identify the city and state where the form 615 was signed. The full name of the city, followed by a comma, followed by the 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:	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:	1 At least one of TPB01 or TPB02 is required.
	2 If TPB03 is present, then TPB01 is required.
	3 If TPB04 is present, then TPB03 is required.
Semantic Notes:	1 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. Des.	Data Element	Name	Attributes	
TPB01	**1634**	**Business Professional Title Code**	**X**	**ID 1/3**
		Code identifying title of an individual within a business		
		Use one of the listed codes to specify the title. When code 1O 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	
		1O	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 Message Text**	**X**	**AN 1/264**
		Free-form message text		
		When TPB01 is code 1O, use this data element to identify the title or position.		
Not Used	**TPB03**	**559**	**Agency Qualifier Code**	**X**	**ID 2/2**
		Code identifying the agency assigning the code values		
Not Used	**TPB04**	**822**	**Source Subqualifier**	**O**	**AN 1/15**
		A reference that indicates the table or text maintained by the Source Qualifier		

Segment:	**LQ** Industry Code		
Position:	2102		
Loop:	LQ Optional		
Level:	Detail		
Usage:	Optional		
Max Use:	1		
Purpose:	Code to transmit standard industry codes		
Syntax 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.		

Data Element Summary

Ref. Des.	Data Element	Name	Attributes
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 the code specified in LQ02.	
		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 California Lobbyist Report Code List.	

Segment:	**AWD** Amount with Description	
Position:	2702	
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:	**1** AWD03 is used when information source provides non-numeric values.	
Comments:		
Notes:		

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

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	AWD01	C007	**Amount Qualifying Description**		**M**
			To qualify an amount		

Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.

M	C00701	522	**Amount Qualifier Code**	**M**	**ID 1/3**
			Code to qualify amount		
			93	Contribution	

Use this code in conjunction with AWD01-02 code 4L to indicate a cash contribution or in conjunction with AWD01-03 code 8 to indicate total contributions.

			B1	Benefit Amount	
			FS	Expense	

Use this code top indicate Activity Expenses.

Not Used	C00702	522	**Amount Qualifier Code**	**O**	**ID 1/3**
			Code to qualify amount		
Not Used	C00703	1638	**Value Detail Code**	**O**	**ID 1/1**
			Code identifying extent of an amount or quantity		
Not Used	C00704	935	**Measurement Significance Code**	**O**	**ID 2/2**
			Code used to benchmark, qualify or further define a measurement value		
Not Used	C00705	344	**Unit of Time Period or Interval**	**O**	**ID 2/2**
			Code indicating the time period or interval		
Not Used	C00706	1637	**Net/Gross Code**	**O**	**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 measurement value		
Not Used	C00708	352	**Description**	**O**	**AN 1/80**
			A free-form description to clarify the related data elements and their content		
	C00709	1271	**Industry Code**	**O**	**AN 1/30**
			Code indicating a 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.

2. Cite code 05-A3 only.

	AWD02	782	**Monetary Amount**	**X**	**R 1/18**
			Monetary amount		

Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.

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 charges are 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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	DTM01	374	Date/Time Qualifier	M	ID 3/3
			Code specifying type of date or time, or both date and time		
			666 Date Paid		
			EDD Contribution		
	DTM02	373	Date	X	DT 8/8
			Date expressed as CCYYMMDD		
Not Used	DTM03	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)		
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	X	ID 2/3
			Code indicating the date format, time format, or date and time format		
Not Used	DTM06	1251	Date Time Period	X	AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times		

			Segment:	**N9** Reference Identification

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:
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.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
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 transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.

	Ref. Des.	Data Element	Name		Attributes
	N902	**127**	**Reference Identification**	**X**	**AN 1/50**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	**N903**	**369**	**Free-form Description**	**X**	**AN 1/45**
			Free-form descriptive 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, 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	**N906**	**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	**N907**	**C040**	**Reference Identifier**	**O**	
			To identify one or more reference numbers or identification numbers as		

specified by the Reference Qualifier

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 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 specified by the Reference Identification Qualifier

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 Set or as specified by the Reference Identification Qualifier

	Segment:	# N1 Name

Segment: # N1 Name

Position: 3402
Loop: AWD Optional
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a party by type of organization, name, and code
Syntax Notes:
1 At least one of N102 or N103 is required.
2 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.
2 N105 and N106 further define the type of entity in N101.
Notes:
1. When AWD01-01 is code 93 and the contribution was made by someone other than 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. Des.	Data Element	Name		Attributes
M	N101	98	**Entity Identifier Code**	**M**	**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	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

Not Used	N106	98	**Entity Identifier Code**	**O**	**ID 2/3**

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

Segment:	**MTX** Text				

Segment: **MTX** Text
Position: 3502
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: 1   MTX05 is the number of lines to advance before printing.
Comments: 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.

Data Element Summary

Ref. Des.	Data Element	Name		Attributes
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 may be used in this data element.

2. When MTX01 is code EBC, this data element is limited to 90 characters. Exceeding this limit runs the risk of the data not being received by the Secretary of State's office.

Ref. Des.	Data Element	Name		Attributes
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 receiving 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 code list maintained by the International Standards Organization (ISO 639)		

Segment: **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.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	SE01	96	**Number of Included Segments**	M	N0 1/10

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

	Ref. Des.	Data Element	Name	Attributes	
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.