



Arizona Campaign Finance Bulk Filing Guide

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1. Introduction — The New Format

In 2016, sweeping statute changes occurred in Arizona pursuant to Senate Bill 1516. This guide describes the filing format that applies to all reports covering time periods after November 8, 2016. Filing or amending reports for earlier periods is still done in the old format.

Compared to the old format, the new format adds many transaction types, adds nine new columns to the data file (columns 32–40), and breaks committees and businesses into more specific entity types for the purposes of contributions.

2. Becoming a Bulk Filer

Non-candidate committees may file campaign finance reports using the bulk filing system once approved by the Secretary of State. Complete and submit a Bulk Filer Registration Form to receive approval. Committees that use another party to submit filings on their behalf (third-party filers) identify that party on the registration form. The form is available at:

http://apps.azsos.gov/cfs/Bulk_Filing.htm

There is no qualification or certification process. Filings that meet the specifications in this guide are accepted and processed; filings that do not are rejected and must be corrected and resubmitted.

3. Submitting a Filing

At filing time, log onto the Arizona Secretary of State campaign finance web application using the username and password assigned by the committee. Select Reports → Bulk Filing, choose the reporting period of the report you wish to file, browse for the data file, and click Submit.

The file is processed within a 24-hour window, and a results file is emailed to all committee users designated to receive committee email. Any data or formatting error causes the entire filing to be rejected — no partial filings are accepted. Correct the errors listed in the results file and resubmit.

4. The Data File

The filing is a single tab-delimited text file containing all transactions for one reporting period, as defined in the external table ReportingPeriods.txt. Requirements:

- Exactly **40 tab-delimited columns** per record, in the order shown in Appendix A. No header row.
- The last line of the file contains only the string EOF — three characters and nothing else. No tab characters may follow it, and nothing may come after that line. A file without an EOF line is rejected; an EOF line anywhere before the true end of the file is also rejected.
- No carriage-return or line-feed characters (ASCII 10 or 13) may be embedded inside any field. Each line is one complete record.

- Every transaction date must fall within the chosen reporting period. Any transaction outside that date range is an error.
- Reports that amend previously filed reports must contain *all* transactions for the period — not just the ones that changed. See Section 7.

Several fields are foreign keys into reference tables supplied by the Secretary of State as tab-delimited text files at <ftp://ftp.azsos.gov/cfsdata2>. Of these, only Committees.txt and ReportingPeriods.txt change on a regular basis; approved bulk filers are notified of any changes to the other tables. See Appendix B. A sample file, SampleDataFile.txt, is also available on the FTP site.

5. Formatting Rules — Read Before Building Your File

Most rejected filings fail for one of a handful of avoidable formatting problems. The rules below are enforced by automated validation; a single violation on a single line rejects the whole filing.

5.1 Blank means blank — never “N/A”

Do not put placeholder text in unused fields.

If a field does not apply to a transaction, leave it **completely empty** — nothing at all between the tab characters. Values such as N/A, NA, None, -, or a space are treated as data, fail validation, and reject the filing.

This is a particular problem in the State field (column 17): the system expects a valid two-letter postal abbreviation such as AZ — “N/A” is not a state. It is equally fatal in numeric and date columns, where any non-numeric text fails parsing.

5.2 Date format

All dates use **MM/DD/YYYY with forward slashes** and no time component. This applies to TransactionDate (column 4), ElectionDate (column 36), FirstDatePublication (column 39), and LastDatePublication (column 40).

Correct	Incorrect	Why it fails
1/1/2026	1-1-2026	Dashes are not accepted — use slashes.
07/04/2026	2026-07-04	Wrong order and dashes.
3/15/2026	3/15/2026 09:30	A time component is not allowed, even midnight formats.

5.3 Amounts

- Amounts must be greater than zero. Digits and at most two decimal places only — no dollar signs, commas, spaces, or other formatting. Write 1234.56, not \$1,234.56.

- Offset transactions (refunds, etc.) are also entered as positive amounts; the transaction type determines their effect. All offsets against an initial transaction may not sum to more than the initial transaction.

5.4 Special characters

- Do not embed tab, carriage-return, or line-feed characters inside any field. A stray tab shifts every following column and the record fails as too long or too short; a stray line break splits one record into two invalid ones.
- Avoid other special characters — curly (“smart”) quotes, accented characters copied from word processors, ampersand codes, and similar. Save the file as plain ASCII text. If your accounting system exports to Excel first, be aware that Excel frequently introduces smart quotes and formatted dates; export directly to plain tab-delimited text instead.
- A trailing tab after the last field of a *data* record is tolerated and stripped, but do not rely on this — emit exactly 39 tabs separating 40 fields. This tolerance does **not** apply to the EOF line, which must contain no tabs at all.

5.5 Field lengths

Every text field has a maximum length (see Appendix A). Data longer than the maximum fails to load. Truncate in your system before exporting rather than letting the filing reject.

6. Transaction IDs — Never Reuse Them

Every transaction carries a **TransactionID** (column 1) created by your system. It is the permanent key that ties your records to ours, and it must be unique for your committee **forever** — **across every filing you ever submit**, not merely unique within one file.

Reusing an old TransactionID will crash your filing.

Once an ID has been used, it remains attached to that transaction in our database even after the transaction is amended or deleted. If a later filing “recycles” that ID for a different transaction, processing fails with an error such as: “The TransactionID in the file has already been deleted. Please check your file. You may be re-using a transaction id.” The entire filing is rejected.

The most common cause is an accounting system that restarts its numbering each period or each export. Use a counter that never resets (or prefix IDs with the period, e.g. 2026Q1-000123 mapped to a unique number) so that no ID is ever issued twice.

Offset transactions reference their initial transaction through **OffsetsTransactionID** (column 2), which must contain the TransactionID of the initial transaction being offset — either from an earlier filing or from the same file.

7. Amending a Report

On the first submission for a reporting period, every record in the file creates a new transaction. An amendment must contain the complete set of transactions for the period; the system compares it against what is on file:

- **New TransactionID** — a transaction is added to the database.
- **Previously used TransactionID** — the record is compared to the version on file. If nothing changed, no action is taken. If anything differs, the existing record is marked deleted and a new record is created under the same TransactionID. Offset transactions that reference it remain valid.
- **TransactionID omitted** — a transaction that was previously filed but does not appear in the amendment is treated as a deletion and marked deleted.

Omissions are deletions.

Because a missing ID deletes the transaction, an amendment built from a partial export will silently delete everything it leaves out. Always amend from a complete export of the period.

8. Rules Around Transactions

There are two basic types of transactions: **initial** transactions and **offset** transactions related to them — for example, a Contribution (initial) and a Refund of Contribution (offset).

- Only certain combinations of initial TransactionTypeID, NameType, and PaymentType may be used. See AllowedInitialTransactions.txt on the FTP site. For example, Transfer in Surplus from Previous Committee cannot involve a business name — only another committee.
- Offset transactions may only point at specific initial combinations. See AllowedOffsetTransactions.txt.
- Some combinations may only be submitted by certain committee types. See TransactionTypesAllowedByCommittee.txt.
- If a transaction involves a **registered Arizona committee**, supply its CommitteeID (column 25, matching Committees.txt) and leave the committee name/address fields (columns 26–31) blank.
- If it involves a committee **not registered in Arizona**, leave CommitteeID blank and supply the name and address in columns 26–31. Never fill in both — supplying a CommitteeID together with any name/address value is an error.
- Independent Expenditures and Ballot Measure Expenditures (transaction types 14, 29, 30) require IsForBenefit (T or F), an advertising mode, first and last dates of publication, and election identification — see the conditional rules in Appendix A for columns 33–40 (e.g., give BallotMeasureID or BallotMeasureName, never both; give ElectionID or ElectionDate + JurisdictionID, never both).

9. Common Errors and How to Avoid Them

The table below lists the failures we see most often in rejected bulk filings.

Problem	What happens	How to avoid it
Reused TransactionID from a prior filing	Filing rejected: “you may be re-using a transaction id.”	Never reset your ID counter. Every new transaction gets an ID that has never been used before.
Placeholder text (N/A, None, -) in unused fields	Validation or parse errors; State field errors are especially common.	Leave unused fields completely empty.
Dates with dashes, e.g. 1-1-2026	Date validation error on that column.	Use slashes: 1/1/2026 (MM/DD/YYYY).
Time included with a date	“Expected a date (no time)” error.	Export dates only, with no time portion.
Formatted amounts, e.g. \$1,234.56	Invalid value error on the Amount column.	Digits and up to two decimals only: 1234.56.
Special characters, smart quotes, embedded tabs or line breaks	Record fails as too long/too short, or data loads corrupted.	Export plain ASCII text; strip special characters before export.
Wrong number of columns	“Record is too short/too long — must contain 40 tab-delimited fields.”	Emit exactly 40 fields (39 tabs) on every line, including empty ones.
Missing or malformed EOF line (e.g. trailing tabs after EOF)	Filing rejected.	The final line is exactly the three characters EOF — no tabs after it, and nothing after that line.
Transaction date outside the reporting period	Per-line error; filing rejected.	Filter your export to the exact reporting period dates in ReportingPeriods.txt.
CommitteeID plus committee name/address both filled	Per-line error; filing rejected.	Use CommitteeID for Arizona committees, name/address only for out-of-state committees.
Amendment missing previously filed transactions	Those transactions are deleted.	Amendments must contain every transaction for the period.

Appendix A — Data File Layout

All 40 columns must be present in every record, in this order, separated by single tab characters. **Req** column: **Y** = always required, **C** = conditionally required, blank = optional. Unused fields are left empty.

#	Field Name	Type / Len	Req	Notes
1	TransactionID	Int 64-bit	Y	Filer's unique transaction ID; the permanent primary key for the transaction. Must never be reused across any filing (Section 6).
2	OffsetsTransactionID	Int 64-bit	C	Offset transactions only: the TransactionID of the initial transaction being offset. Blank for initial transactions.
3	TransactionTypeID	Int 32-bit	Y	Foreign key to TransactionTypes.txt.
4	TransactionDate	Date	Y	MM/DD/YYYY, slashes only, no time. Must fall within the reporting period selected at filing.
5	Amount	Currency	Y	Greater than zero. Digits and up to two decimal places only; no \$, commas, or other characters.
6	IsForBenefit	String 1	C	T or F. Whether an independent expenditure benefits (T) or opposes (F) a candidate or ballot measure. Required for transaction types 14, 29, 30.
7	Memo	String 200		Optional free text. No tabs or line breaks.
8	NameType	String 1	C	Initial transactions: A=Candidate Committee, B=Business (vendors), F=Family/Candidate, I=Individual, L=Labor Org, M=Multiple Individuals, N=None, O=Corp/LLC, P=PAC, R=Party, S=Partnership.
9	PaymentType	String 1	C	Initial transactions: C=Cash, G=Goods or Services, T=Terms.
10	LastName	String 100	C	Individual's last name; for a business, the business name goes here. Required when NameType is family, individual, or business.
11	FirstName	String 50	C	Required when NameType is family member or individual.
12	MiddleName	String 50		Individual's middle name.
13	NameSuffix	String 8		Jr., III, etc.
14	Address1	String 100	C	Required when NameType is family, individual, or business.
15	Address2	String 50		Second address line.
16	City	String 25	C	Required when NameType is family, individual, or business.
17	State	String 2	C	Two-letter USPS abbreviation (e.g. AZ). Required when NameType is family, individual, or business. Never enter N/A — leave blank if it truly does not apply.
18	ZipCode	String 5	C	5-digit ZIP. Required when NameType is family, individual, or business.
19	PhoneNumber	Int 10		10 digits, no punctuation.
20	FaxNumber	Int 10		10 digits, no punctuation.

#	Field Name	Type / Len	Req	Notes
21	Occupation	String 50	C	Required for contributions when NameType is family member or individual.
22	Employer	String 50	C	Required for contributions when NameType is family member or individual.
23	EmailAddress	String 50		Contact email.
24	CountyID	Int 32-bit	C	FK to Counties.txt. Required only for \$5 Qualifying Contributions.
25	CommitteeID	Int 32-bit	C	FK to Committees.txt. Required when the transaction involves a registered Arizona committee. Columns 26–31 must then be blank.
26	CommitteeName	String 100	C	Non-Arizona committees only. CommitteeID must be blank when used.
27	CommitteeAddress1	String 100	C	Non-Arizona committees only.
28	CommitteeAddress2	String 50		Non-Arizona committees only.
29	CommitteeCity	String 25	C	Non-Arizona committees only.
30	CommitteeState	String 2	C	Non-Arizona committees only. Two-letter USPS abbreviation.
31	CommitteeZipCode	String 5	C	Non-Arizona committees only.
32	CorpComID	String 50	C	Corporation Commission ID. Required if the contribution is from an Arizona Corporation, LLC, or Labor Organization. (New since 2016.)
33	BallotMeasureID	Int FK	C	FK to BallotMeasures.txt. Required for Ballot Measure Expenditures. If your measure is not in the table, use BallotMeasureName instead and identify the election (cols 35–37). Never supply both 33 and 34.
34	BallotMeasureName	String 50	C	Used only when BallotMeasureID is not; the election must then be identified in columns 35–37.
35	ElectionID	Int FK	C	FK to Elections.txt. Required for Independent Expenditures; required for Ballot Measure Expenditures when BallotMeasureID is not used. If the election is not in the table, use ElectionDate + ElectionJurisdictionID instead. Never supply both 35 and 36.
36	ElectionDate	Date	C	MM/DD/YYYY, slashes only. Used only when ElectionID is not. Must be an Arizona Consolidated Election Date (table on FTP site).
37	ElectionJurisdictionID	Int FK	C	FK to Jurisdictions.txt. Required together with ElectionDate; must be blank when ElectionID is supplied.
38	AdvertisingModeID	Int FK	C	FK to AdvertisingModes.txt. Required for Ballot Measure Expenditures and Independent Expenditures.
39	FirstDatePublication	Date	C	MM/DD/YYYY, slashes only. Required for Ballot Measure, Independent, and Recall Independent Expenditures.
40	LastDatePublication	Date	C	MM/DD/YYYY, slashes only. Required for Ballot Measure, Independent, and Recall Independent Expenditures.

Appendix B — External Reference Tables

All reference tables are tab-delimited text files at <ftp://ftp.azsos.gov/cfsdata2>. Committees.txt and ReportingPeriods.txt are updated regularly; you will be notified of changes to the others.

AdvertisingModes.txt

Column	Format	Note
AdvertisingModeID	Int (PK)	Primary key.
AdvertisingModeName	Text 100	Type of advertising used for an IE or BME. If more than one type applies, use “Mixed Media”.

AllowedInitialTransactions.txt

Column	Format	Note
TransactionTypeID	Int 32-bit	FK to TransactionTypes.txt.
NameType	Text 1	Permitted NameType for the combination.
PaymentType	Text 1	C=Cash, G=Goods or Services, T=Terms.
ResultingTransactionDescription	Text 200	Description of the resulting transaction.
ComboReference	Int 32-bit	Unique identifier for this combination; referenced by the offset and committee-type tables.

AllowedOffsetTransactions.txt

Column	Format	Note
TransactionTypeID	Int 32-bit	FK to TransactionTypes.txt.
OffsetsComboReference	Int 32-bit	FK to AllowedInitialTransactions.txt; offsets may only be applied against these combinations.
ResultingTransactionDescription	Text 200	Description of the resulting transaction.

BallotMeasures.txt

Column	Format	Note
BallotMeasureID	Int (PK)	Primary key.
JurisdictionID	Int (FK)	FK to Jurisdictions.txt.
ElectionDate	Date/Time	Date of the election in which the measure occurs.
BallotMeasureName	Text 50	Text identifier of the ballot measure.

Committees.txt

Column	Format	Note
CommitteeID	Int (PK)	The committee's Filer ID; primary key.
CommitteeName	Text 100	
Address1 / Address2	Text 100 / 50	
City / State / ZipCode	Text 25 / 2 / 10	
CommitteeType	Text 200	

Counties.txt

Column	Format	Note
CountyID	Int (PK)	Primary key.
CountyName	Text 25	County name.

Elections.txt

Column	Format	Note
ElectionID	Int (PK)	Primary key.
JurisdictionID	Int (FK)	FK to Jurisdictions.txt.
ElectionDate	Date/Time	Date of the election.
ElectionTypeName	Text 50	Type of the election.

Jurisdictions.txt

Column	Format	Note
JurisdictionID	Int (PK)	Primary key.
JurisdictionName	Text 50	Name of the Arizona jurisdiction.
JurisdictionType	Text 50	State, county, or city.

ReportingPeriods.txt

Column	Format	Note
Cycle	Int 4	Election cycle. Standing Reports have a one-year cycle; Period Reports have a two-year cycle.
ReportName	Text 30	

Column	Format	Note
ReportingPeriodBeginDate	Date/Time	Period of time the report covers (YYYY-MM-DD HH:MM:SS).
ReportingPeriodEndDate	Date/Time	Period of time the report covers.
FilingPeriodBeginDate	Date/Time	Window in which the report is to be filed.
FilingPeriodEndDate	Date/Time	Window in which the report is to be filed.
ReportType	Text 30	Standing committees file Standing Reports; all other committees file Period Reports.

TransactionTypes.txt

Column	Format	Note
TransactionTypeID	Int (PK)	Primary key.
TransactionTypeName	Text 50	
IsInitial	Text 1	T = initial transaction; F = offset transaction.

TransactionTypesAllowedByCommittee.txt

Column	Format	Note
ComboReference	Int 32-bit	FK to AllowedInitialTransactions.txt.
CommitteeType	Text 200	Committee type permitted to perform this combination.