



SECRETARY OF STATE
STATE OF ARIZONA

Arizona Campaign Finance Bulk Filing Guide

Revised October 1, 2020

State Capitol: 1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007-2888
Telephone (602) 542-4285 Fax (602) 542-1575

The New Format

In 2016, sweeping statute changes occurred in Arizona pursuant to Senate Bill 1516. This document describes the new filing format that will apply to all reports that cover time periods after 11/8/2016. Filing or amending of reports before this time period will still be done in the old format. The major differences between the new format and the old format are that we have added many different transaction types, we have added 9 new columns to the file format, and that now committees and businesses have been broken up into more specific entity types for the purposes of contributions.

Becoming a Bulk Filer

Non-candidate committees may file campaign finance reports using the bulk filing system once approved by the Secretary of State. A Bulk Filer Registration Form will need to be completed and submitted to the Secretary of State's office to receive approval. Committees that use another party to submit their filings for them (also called third party filers) will identify that party on the registration form. The form can be obtained online at the Arizona Secretary of State's website at http://apps.azsos.gov/cfs/Bulk_Filing.htm

There is no qualification or certification process to bulk file. Filings will be accepted and processed if they meet specifications, and they will be rejected if they do not.

Filing Submittal

At filing time, the bulk filer will log onto the Arizona Secretary of State campaign finance web application using the user name and password assigned by the committee. They will select Reports, Bulk Filing from the menu system and will get an upload screen. They will choose the reporting period of the report they wish to file and can browse for the data file to upload. Upon clicking submit, the data file is uploaded. The file will be processed at some time within a 24-hour period, and a results file will be emailed to all committee users designated to receive committee email. Any data or formatting errors found in the data file will cause the filing to be rejected and will require it to be resubmitted.

The Data File

The bulk filer will create a data file from their system that includes all transactions for a particular reporting period, as defined in the external table ReportingPeriods.txt. Any transactions outside of this date range will create an error during filing processing. Reports that amend previously filed reports will contain all the transactions for the filing period, not just the transactions that have been modified.

The campaign finance filing contains a single tab-delimited text file with 40 columns and no header record. The last line in the file contains only the string “EOF”. See the table “Data File Layout” in the appendix of this document for a description of each column and the file SampleDataFile.txt in the FTP site for an example. Since the file is tab-delimited, no carriage return or line-feed characters (ASCII 10 or 13) may be imbedded in the data fields.

Several fields in the table are Foreign Keys that point to external tables that are supplied by the Secretary of State. These tables are tab-delimited text files and are available at our FTP site <ftp://ftp.azsos.gov/cfsdata2>. Of these, only the Committees.txt and ReportingPeriods.txt files will change on a regular basis as we add new Arizona committees and reports. We will notify committees that are approved to bulk file of any changes to the other tables. These tables are described in the appendix of this document.

There are two basic types of transactions: Initial transactions and offset transactions which are related to initial transactions. Examples of this would be Contributions (initial) and a Refund of Contributions (offset). Offset transactions include a date, an amount, and a reference to their initial transaction ID in the OffsetsTransactionID field. All transactions that offset an initial transaction may not sum to a value greater than the initial transaction.

Transactions each have a unique identifier (TransactionID) that is created by the bulk filer’s system. Upon first submission of a particular filing period, all records in the data file create new transactions in our database. Submission of subsequent amending reports can be a little more involved: including a new transaction ID, a previously used ID, or omitting a previously used transaction ID can have the effect of adding, modifying, or deleting records from our database. Here’s what happens when processing an amended report:

- Transactions that have new TransactionIDs are assumed to be new records, and a transaction will be added to our database.
- Transactions that have TransactionIDs that have already been used will be checked to see if they have changed from the original version. If they have not changed, no action is taken. If the newly submitted transaction is different in any way from the transaction on file, it is assumed to modify the original transaction. In this case, the existing transaction record will be marked as deleted in our database, and a new record with the same transaction ID will be created. If this is an initial transaction, all offset transactions that reference this transaction will still be valid and point to the new record.

- Transactions that have already been filed in a report and don't appear in a subsequent amendment to the same report are assumed to be deletions. In this case the original transaction on file will be marked as deleted.

Rules around Transactions

Only certain combinations of initial TransactionTypeIDs, NameTypes and PaymentTypes may be used. For instance, you could not perform the Transfer in Surplus from Previous Committee transaction and involve a business name, since that transaction can only involve another committee. See the table AllowedInitialTransactions.txt in the external FTP location for those limitations. Offset transactions may only point to specific combinations of initial TransactionTypeIDs, NameTypes and PaymentTypes. See the table AllowedOffsetTransactions.txt in the external FTP location for those limitations.

Some combinations of initial TransactionTypeIDs, NameTypes and PaymentTypes can only be submitted by certain committees. A data file is available that maps committee types to permissible combination reference numbers as defined in AllowedInitialTransactions.txt". It is called TransactionTypesAllowedByCommittee.txt and can be found in the external file FTP location.

Most transaction types require a transaction amount, and in those cases the amount will always be greater than zero.

If a transaction involves another committee, that committee's identification will either be given:

- In the CommitteeID field, only if the committee is a registered Arizona committee. In this case, the value supplied must match a CommitteeID value in the external Committees table and the CommitteeName, CommitteeAddress1, CommitteeAddress2, CommitteeCity, CommitteeState and CommitteeZipCode fields must not be used.
- Using the CommitteeName, CommitteeAddress1, CommitteeAddress2, CommitteeCity, CommitteeState and CommitteeZipCode fields. These are only used to describe committees that are not registered in Arizona, and when they are used the CommitteeID field must not be used.

APPENDIX

Data File Layout

Column	Field Name	Type	Length	Key	Note
1	TransactionID	Int	64bit	PK	Contains the filer's unique transaction ID. Primary Key for all transactions submitted by filer.
2	OffsetsTransactionID	Int	64bit		Only used for Offset Transactions. Contains the Transaction number of the original transaction that the offset modifies
3	TransactionTypeID	Int	32bit	FK	Foreign Key to the Transaction Types table.
4	TransactionDate	Date	10		Date is given in MM/DD/YYYY format without time. TransactionDate must be within the time period for the report specified when filing.
5	Amount	Cur			>0, if given. No Alpha or formatting characters allowed. Up to two decimal places.
6	IsForBenefit	String	1		Either T or F. Used to determine whether independent expenditures benefit or oppose a candidate committee or a ballot measure. Required for transaction types 14, 29, and 30.
7	Memo	String	200		Optional
8	NameType	String	1		Used for initial transaction types. A=Candidate Committee, B=Business (Use this for 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		Used for initial transaction types. C=Cash, G=Goods or Services, T=Terms

10	LastName	String	100		Information about Individual/Business. If the entity is a business, the business name goes in this field. Required if NameType specifies family member, individual or business.
11	FirstName	String	50		Information about individual. Required if NameType specifies family member or individual.
12	MiddleName	String	50		Information about individual.
13	NameSuffix	String	8		Information about individual.
14	Address1	String	100		Information about Individual/Business. Required if NameType specifies family member, individual or business.
15	Address2	String	50		Information about Individual/Business.
16	City	String	25		Information about Individual/Business. Required if NameType specifies family member, individual or business.
17	State	String	2		Information about Individual/Business. Required if NameType specifies family member, individual or business.
18	ZipCode	String	6		Information about Individual/Business. Required if NameType specifies family member, individual or business.
19	PhoneNumber	Int	10		Information about Individual/Business
20	FaxNumber	Int	10		Information about Individual/Business

21	Occupation	String	50		Information about individual. Required for contributions if NameType specifies family member or individual.
22	Employer	String	50		Information about individual. Required for contributions if NameType specifies family member or individual.
23	Email Address	String	50		Information about Individual/Business
24	CountyID	Int	32bit	FK	FK to the Counties table. Required only for 5\$ Qualifying Contributions (transaction type 2)
25	CommitteeID	Int	32bit	FK	FK to the Committees table. Required when the transaction involves a registered Arizona committee. CommitteeName is not given if this field is used.
26	CommitteeName	String	100		Only used when the transaction involves a non-Arizona committee. CommitteeID is not given when this field is used.
27	CommitteeAddress1	String	100		Only used when the transaction involves a non-Arizona committee. CommitteeID is not given when this field is used.
28	CommitteeAddress2	String	50		Only used when the transaction involves a non-Arizona committee. CommitteeID is not given when this field is used.
29	CommitteeCity	String	25		Only used when the transaction involves a non-Arizona committee. CommitteeID is not given when this field is used.
30	CommitteeState	String	2		Only used when the transaction involves a non-Arizona committee. CommitteeID is not given when this field is used.
31	CommitteeZipCode	String	6		Only used when the transaction involves a non-Arizona committee. CommitteeID is not given when this field is used.
The following fields are new since the 2016 statute change:					The following fields are new since the 2016 statute change:

32	CorpComID	String	50		Corporation Commission ID. Required if Contribution is from an Arizona Corporation, LLC, or Labor Organization
33	BallotMeasureID	int	10	FK	Foreign key to the Ballot Measure Table. Required for Ballot Measure Expenditure Transactions. If your ballot measure is not in the table, The BallotMeasureName field must be used and you must identify the election below.
34	BallotMeasureName	String	50		Required for Ballot Measure Transactions if the BallotMeasureID field is not used. If this field is used, you must identify the election the ballot measure occurs in below.
35	ElectionID	Int	10	FK	Foreign key to the Election Table. Required for Independent Expenditure transactions. Required for Ballot Measure Expenditure Transactions if the BallotMeasureID field is not used. If your election is not found in the table, you must use the ElectionDate and ElectionJurisdictionID to identify the election.
36	ElectionDate	Date	10		Date is given in MM/DD/YYYY format without time. Required for Independent Expenditures if the ElectionID field is not used. Required for Ballot Measure Expenditures if neither the BallotMeasureID or the ElectionID fields were used. An Arizona Consolidated Election Date must be used. A table of CEDs is provided in the FTP site.
37	ElectionJurisdictionID	Int	10	FK	Foreign Key to the Jurisdiction Table. Required for Independent Expenditures if the ElectionID field is not used. Required for Ballot Measure Expenditures if neither the BallotMeasureID or the ElectionID fields were used.
38	AdvertisingModeID	Int	10	FK	Foreign Key to the AdvertisingMode Table. Type of media. Required for Ballot Measure Expenditures and Independent Expenditures.

39	FirstDatePublication	Date	10	Date is given in MM/DD/YYYY format without time. Required for Ballot Measure Expenditures, Independent Expenditures and Recall Independent Expenditures.
40	LastDatePublication	Date	10	Date is given in MM/DD/YYYY format without time. Required for Ballot Measure Expenditures, Independent Expenditures and Recall Independent Expenditures.

External Table Layout – AdvertisingModes

Column	Format	Length	Note
AdvertisingModeID	Int - PK		Primary Key for this table.
AdvertisingModeName	Text	100	Type of advertising used for IE or BME. If more than one type is used for a transaction, used “Mixed Media”

External Table Layout – Allowed Initial Transactions

Column	Format	Length	Note
TransactionTypeID	Int	32bit	Foreign Key to the Transaction Types table
NameType	Text	1	B=Business, C=Committee, F=Family member or candidate, I=Individual, M=Multiple Individuals, N=None.
PaymentType	Text	1	C=Cash, G=Goods or Services, T=Terms
ResultingTransactionDescription	Text	200	
ComboReference	Int	32bit	A unique identifier for this combination of Transaction Type, Name Type, and Payment Type. Allowed Offset Transactions table and Allowed Transactions by Committee table refer to this identifier.

External Table Layout – Allowed Offset Transactions

Column	Format	Length	Note
TransactionTypeID	Int	32bit	Foreign Key to the Transaction Types table
OffsetsComboReference	Int	32bit	Foreign Key to the AllowedInitialTransactions table. Offsets can only be applied against these combos.
ResultingTransactionDescription	Text	200	

External Table Layout – BallotMesasures

Column	Format	Length	Note
BallotMeasureID	Int - PK		Primary Key for this table.
JurisdictionID	Int - FK	30	Foreign Key to the Jurisdiction table.
ElectionDate	Date/Time		Date of the election in which this ballot measure occurs.
BallotMeasureName	Text	50	A text Identifier of the Ballot Measure.

External Table Layout – Committees

Column	Format	Length	Note
CommitteeID	Int - PK		The Filer ID of the committee and the Primary Key for this table.
CommitteeName	Text	100	
Address1	Text	100	
Address2	Text	50	
City	Text	25	
State	Text	2	
ZipCode	Text	10	
CommitteeType	Text	200	

External Table Layout – Counties

Column	Format	Length	Note
CountyID	Int - PK		Primary Key for this table
CountyName	Text	25	Name of County

External Table Layout – Elections

Column	Format	Length	Note
ElectionID	Int - PK		Primary Key for this table.
JurisdictionID	Int - FK	30	Foreign Key to the Jurisdiction table.
ElectionDate	Date/Time		Date of the election.
ElectionTypeName	Text	50	Type of the election

External Table Layout – Jurisdictions

Column	Format	Length	Note
JurisdictionID	Int - PK		Primary Key for this table.
JurisdictionName	Text	50	Name of Arizona Jurisdiction
JurisdictionType	Text	50	Indicator whether state/county/city

External Table Layout – ReportingPeriods

Column	Format	Length	Note
Cycle	Int	4	Election Cycle of the report. Standing Reports have a one year cycle and Period Reports have a two-year cycle.
ReportName	Text	30	
ReportingPeriodBeginDate	Date/Time		A Reporting Period is the period of time that a report covers. YYYY-MM-DD HH:MM:SS format.
ReportingPeriodEndDate	Date/Time		A Reporting Period is the period of time that a report covers. YYYY-MM-DD HH:MM:SS format.
FilingPeriodBeginDate	Date/Time		A Filing Period is that period of time in which a report is to be filed. YYYY-MM-DD HH:MM:SS format.
FilingPeriodEndDate	Date/Time		A Filing Period is that period of time in which a report is to be filed. YYYY-MM-DD HH:MM:SS format.
ReportType	Text	30	Standing Committees file Standing Reports, all other committees file Period Reports.

External Table Layout – TransactionTypes

Column	Format	Length	Note
TransactionTypeID	Int - PK		Primary Key for this table
TransactionTypeName	Text	50	
IsInitial	Text	1	T or F. If T, then an initial transaction. If F, then an offset transaction.

External Table Layout – Transaction Types Allowed By Committees

Column	Format	Length	Note
ComboReference	Int	32bit	Foreign Key to the AllowedInitialTransactions table.
CommitteeType	Text	200	Committee Type that can perform this transaction