Using the IMPORT Feature to Import
Various PFS Parts into a
Personal Financial Statement Report

CONTENTS

Overview

This document describes the filing format used for importing stock, bond, and mutual fund information into a Personal Financial Statement report using the Texas Ethics Commission PFS filing application.

FILE LAYOUT FOR IMPORTING PARTS INTO THE PFS

Your import file must meet these requirements:

- Files should be in comma-separated value format and the filename **should end with a ".csv" extension.**
- All records are comma-separated value (CSV) format records.
- Trailing commas **must** be present for each field regardless of whether data is present.
- Double quotes (") may not be embedded in the data.
- Fields may be surrounded by double-quote characters.
- Any fields which contain embedded commas should always be surrounded by double-quotes.
- Double quotes cannot surround the first field.
- Some data must match entries in code tables. These code tables are described below.

It is highly recommended that you double-check imported records to make sure all information was successfully imported and then manually add anything that is missing.

N O T E S   A B O U T   F I E L D   T Y P E S
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It is important to prevent any fields from containing "leading spaces" (e.g., " Text information" has a leading space before the word Text). The filing application does not remove the leading spaces from the text. Fields with leading spaces can affect how the text appears in your tables in the filing application and how the text renders on the report.

Whereas any field may be surrounded by double-quote characters, it is very important that any fields that actually contain an embedded comma (such as a Stock description) are surrounded by double-quotes.

The total number of characters in a field cannot exceed the length defined for that field.

DATA FIELD LAYOUT FOR IMPORTING PARTS INTO THE PFS

The first column is a list of codes indicating whether a field is required for reporting purposes.

Rx	Required field; TEC rejects filing if absent
Cx	Conditionally required field; TEC may reject filing when absent; e.g., address fields are required if publicCorpFlag=N in the data file for Interest, Dividends, Royalties, and Rents Income.
Co	Conditionally optional; e.g., additional familyMemberID numbers.

Part 1A: Sources of Occupational Income Data Import

Sources of Occupational Income Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: occupationalIncome
02	Cx	nameOfEmployer	String	100	Name of Employer *Note:* Required if employeeFlag field 3 is Y.
03	Rx	employeeFlag	String	1	Indicates whether the person is an employee. Value: Y, N *Note:* Must be opposite of selfEmployeeFlag field 4
04	Rx	selfEmployedFlag	String	1	Indicates whether the person is self-employed. Value: Y, N *Note:* Must be opposite of employeeFlag field 3
05	Cx	positionHeld	String	60	Name of the Position Held *Note:* Required if employeeFlag field 3 is Y.
06	Cx	occupationDescr	String	100	Report the Nature of the Occupation *Note:* Required if selfEmployedFlag field 4 is Y.
07	Cx	addr1	String	50	Source street address - line 1
08	Co	addr2	String	50	Source street address - line 2
09	Cx	city	String	30	Source street address – city
10	Cx	country	String	30	Source street address - country (e.g., USA, UMI, MEX, CAN)
11	Cx	stateCd	String	2	Source street address - state code (e.g. TX, CA) - for country=USA/UMI only
12	Cx	postalCd	String	20	Source street address - postal code - for USA addresses only
13	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
14	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
15	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
16	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who received Income from the Occupational Source.

Content of Sample File: Occupation.csv

#recordType,nameOfEmployer,employeeFlag,selfEmployedFlag,positionHeld,occupationDescr,addr1,addr2,city,country,stateCd,postalCd,familyMemberId,familyMemberId
occupationalIncome,University of Texas,Y,N,Professor,,123 Fake St.,,Austin,USA,TX,77777,1001,
occupationalIncome,ABC Corp.,Y,N,Sales Clerk,,456 Addr Way.,Unit 100,San Antonio,USA,TX,12345,1002,
occupationalIncome,,N,Y,,Attorney,789 Gotham St.,,Houston,USA,TX,78901,1003,

Part 2: Stock Data Import

Stock Data Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: stockInfo
02	Rx	stockDescr	String	100	Stock description
03	Rx	sharesQtyRangeCd	String	30	Number of shares held or acquired range code. This field cannot be blank. Value: see "Quantity of Shares Range Codes" table below.
04	Rx	soldFlag	String	1	Indicates if the stock was sold. Value: Y, N
05	Rx	saleOutcomeCd	String	30	Indicates if the sale resulted in a gain or a loss. Value: GAIN, LOSS. Leave this field blank if there was no sale.
06	Rx	pfsAmountRangeCd	String	30	Range encompassing the Gain or Loss amount. Leave this field blank if there was no sale. Value: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
07	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS
08	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
09	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
10	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
11	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs that held or acquired the stock entry.

Content of Sample File: Stocks.csv

#recordType,stockDescr,sharesQtyRangeCd,soldFlag,saleOutcomeCd,pfsAmountRangeCd,tacRangeTypeCd,family
MemberID,familyMemberID,familyMemberID...
stockInfo,ABC Corp,LT1000,Y,LOSS,PFSAMT04,PFS,1001,1002
stockInfo,DEF Inc.,LT5000,Y,GAIN, PFSAMT02,PFS,1001
stockInfo,XYZ,LT500,N,,,,1001

Part 3: Bond Data Import

Bond Data Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: bondNote
02	Rx	instrumentDescr	String	100	Bond description
03	Rx	soldFlag	String	1	Indicates if the bond was sold. Value: Y, N
04	Rx	saleOutcomeCd	String	30	Indicates if the sale resulted in a gain or a loss. Value: GAIN, LOSS. Leave this field blank if there was no sale.
05	Rx	pfsAmountRangeCd	String	30	Range encompassing the Gain or Loss amount. Leave this field blank if there was no sale. one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
06	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS
07	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
08	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
09	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
10	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs that held or acquired the bond entry.

Content of Sample File: Bonds.csv

```
#recordType,instrumentDescr,soldFlag,saleOutcomeCd,gainlossAmountRangeCd,tacRangeTypeCdfamilyMemberID,familyMemberID,familyMemberID...
bondNote,TX City Municipal Water Bond,Y,GAIN, PFSAMT01,PFS,1001,1002
bondNote,TX City Utilities Bond,Y,LOSS, PFSAMT02,PFS,1001
bondNote,CA City Railroad Bond,N,,,,1001
```

Part 4: Mutual Fund Data Import

Mutual Fund Data Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: mutualFund
02	Rx	fundDescr	String	100	Mutual fund description
03	Rx	sharesQtyRangeCd	String	30	Number of shares held or acquired range code. This field cannot be blank. (see "Quantity of Shares Range Codes" table below
04	Rx	soldFlag	String	1	Indicate if the stock was sold. Value: Y, N
05	Rx	saleOutcomeCd	String	30	Indicate if the sale resulted in a gain or a loss. Value: GAIN, LOSS. Leave this field blank if there was no sale.
06	Rx	pfsAmountRangeCd	String	30	Range encompassing the Gain or Loss amount. Leave this field blank if there was no sale. Value: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
07	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS
08	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
09	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
10	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
11	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs that held or acquired the mutual fund entry.

Content of Sample File: **MutualFunds.csv**

#recordType,fundDescr,SharesQtyRangeCd,soldFlag,saleOutcomeCd,pfsAmountRangeCd,tacRange,TypeCd,family
MemberID,familyMemberID,familyMemberID...
mutualFund,ABC Fund,LT5000,Y,GAIN PFSAMT02,PFS,1001,1002
mutualFund,DEF Fund,LT500,Y,LOSS, PFSAMT03,PFS,1001
mutualFund,XYZ Fund,LT5000,N,,,,1001

Part 5: Interest, Dividends, Royalties, and Rents Income Data Import

Interest, Dividends, Royalties, and Rents Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: interestDividend
02	Rx	nameOfSource	String	100	Source of income exceeding $500 description
03	Cx	addr1	String	50	Source street address - line 1 *Note:* Required if publicCorpFlag field 10 is N.
04	Co	addr2	String	50	Source street address - line 2
05	Cx	city	String	30	Source street address – city *Note:* Required if publicCorpFlag field 10 is N.
06	Cx	country	String	30	Source street address - country (e.g., USA, UMI, MEX, CAN) *Note:* Required if publicCorpFlag field 10 is N.
07	Cx	stateCd	String	2	Source street address - state code (e.g. TX, CA) - for country=USA/UMI only *Note:* Required if publicCorpFlag field 10 is N.
08	Cx	postalCd	String	20	Source street address - postal code - for USA addresses only *Note:* Required if publicCorpFlag field 10 is N.
09	Rx	publicCorpFlag	String	1	Indicate if the source of income is a publicly held corporation. Value: Y, N *Note:* If the source of income is a publicly held corporation, address fields 03 through 08 should be left blank. If the source of income is not a publicly held corporation, address fields 03 through 08 are required; however address field 04 is optional.
10	Rx	pfsAmountRangeCd	String	10	Range encompassing the income amount: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
11	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS
12	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
13	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
14	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
15	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who received more than $500 income from this source.

Content of Sample File: **InterestDividends.csv**

```
#recordType,nameOfSource,addr1,addr2,city,country,stateCd,postalCd,publicCorpFlag,pfsAmtRangeCd,
tacRangeTypeCd,familyMemberId,familyMemberID,familyMemberID,familyMemberID,familyMemberID...
interestDividend,P66,,,,,,,Y, PFSAMT01,PFS,1001,,,
interestDividend,John Q. Renter,123 Main,,Austin,USA,TX,12345,N, PFSAMT02,PFS,1001,1002,,
interestDividend,Google,,,,,,,Y, PFSAMT03,PFS,1001,1002,,
interestDividend,Wells Fargo,,,,,,,Y, PFSAMT04,PFS,1001,1002,,
interestDividend,ABC Credit Union,123 Commerce,,Austin,USA,TX,12345,N, PFSAMT01,PFS,1001,1002,,
interestDividend,Apple Records,,,,,,,Y, PFSAMT02,PFS,1002,,,
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Part 7B: Interests in Business Entities Data Import

Interest in Business Entities Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: businessEntity
02	Rx	businessEntityName	String	100	Business Entity Name
03	Rx	businessAddr1	String	50	Business street address - line 1
04	Ro	businessAddr2	String	50	Business street address - line 2
05	Rx	businessCity	String	30	Business street address – city
06	Rx	businessCountry	String	30	Business street address - country (e.g., USA, UMI, MEX, CAN)
07	Rx	businessStateCd	String	2	Business street address - state code (e.g. TX, CA) - for country=USA/UMI only
08	Rx	businessPostalCd	String	20	Business street address - postal code - for USA addresses only
09	Rx	soldFlag	String	1	Indicate if the interest was sold. Value: Y, N
10	Cx	saleOutcomeCd	String	30	Indicate if the sale resulted in a gain or a loss. Value: GAIN, LOSS. Leave this field blank if there was no sale.
11	Cx	pfsAmountRangeCd	String	30	Range encompassing the Gain or Loss amount. Leave this field blank if there was no sale. Value: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
12	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS
13	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
14	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
15	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
16	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who held or acquired the interest.

Content of Sample File: BusinessEntity.csv

#recordType,businessNameOrganization,addr1,addr2,city,country,stateCd,PostalCd,soldFlag,saleOutcomeCd,
pfsAmtRangeCd,tacRangeTypeCd,familyMemberId,familyMemberId..
businessEntity,ABC Corp.,123 Addr Rd.,,Austin,USA,TX,77777,Y,GAIN, PFSAMT01,PFS,1001,
businessEntity,Fake Industries,456 Fake Way,,Houston,USA,TX,78888,Y,LOSS, PFSAMT04,PFS,1001,1002
businessEntity,D&D Construction,789 Shire St.,Unit 100,San Antonio,USA,TX,78901,N,,,,1002,

Part 8: Gifts Data Import

Gift Info Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: giftInfo
02	Rx	giverEntityCd	String	30	Giver Entity Code. Value: INDIVIDUAL , ENTITY
03	Cx	giverNameLast	String	100	Giver Name – Last *Note:* Required if giverEntityCd field is INDIVIDUAL.
04	Cx	giverNameFirst	String	45	Giver Name - First
05	Co	giverTitle	String	30	Giver Name - Title
06	Co	giverSuffix	String	30	Giver Name - Suffix
07	Co	giverNickname	String	25	Giver Name - Nickname
08	Cx	giverEntityName	String	100	Giver Name – Organization Name *Note:* Required if giverEntityCd field is ENTITY.
09	Rx	giverAddr1	String	50	Giver street address - line 1
10	Ro	giverAddr2	String	50	Giver street address - line 2
11	Rx	giverCity	String	30	Giver street address – city
12	Rx	giverCountry	String	30	Giver street address - country (e.g., USA, UMI, MEX, CAN)
13	Rx	giverStateCd	String	2	Giver street address - state code (e.g. TX, CA) - for country=USA/UMI only
14	Rx	giverPostalCd	String	20	Giver street address - postal code - for USA addresses only
15	Rx	giftDescr	String	100	Description of Gift worth more than $250
16	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
17	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
18	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
19	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who received the gift.

Content of Sample File: GiftInfo.csv

#recordType,giverIndivEntity,giverNameLast,giverNameFirst,giverTtitle,giverSuffix,giverNickname,
giverNameOrganization,giverAddr1,giverAddr2,giverCity,giverCountryCd,giverStateCd,giverPostalCd,giftDescr,
familyMemberId,familyMemberId…
giftInfo,ENTITY,,,,,,Grannie's Cookies,123 Fake St.,,Austin,USA,TX,77777,Gave a Gift Certificate valuing at $300,1002,
giftInfo,INDIVIDUAL,Smith,Johnathan,DR,SR,John,,456 Medical Dr.,,Houston,USA,TX,78888,$500 Political Contribution,1001,

Part 10A: Blind Trusts Import

Blind Trust Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: blindTrust
02	Rx	trustDescr	String	100	Name or Description of the Blind Trust
03	Rx	dateOfTrust	String	10	Date the Trust was created (e.g., 03/19/2019)
04	Rx	trusteeNameLast	String	100	Trustee Name - Last
05	Rx	trusteeNameFirst	String	45	Trustee Name - First
06	Ro	trusteeTitle	String	30	Trustee Name - Title
07	Ro	trusteeSuffix	String	30	Trustee Name - Suffix
08	Ro	trusteeNickname	String	25	Trustee Name - Nickname
09	Rx	trusteeAddr1	String	50	Trustee street address - line 1
10	Ro	trusteeAddr2	String	50	Trustee street address - line 2
11	Rx	trusteeCity	String	30	Trustee street address – city
12	Rx	trusteeCountry	String	30	Trustee street address - country (e.g., USA, UMI, MEX, CAN)
13	Rx	trusteeStateCd	String	2	Trustee street address - state code (e.g. TX, CA) - for country=USA/UMI only
14	Rx	trusteePostalCd	String	20	Trustee street address - postal code - for USA addresses only
15	Rx	pfsAmountRangeCd	String	10	Range encompassing the Fair Market Value of the Trust: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
16	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS
17	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
18	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
19	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
20	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who is the beneficiary of the Blind Trust.

Content of Sample File: BlindTrust.csv

#recordType,trustdescr,dateOfTrust,trusteeNameLast,trusteenameFirst,trusteeTitle,trusteeSuffix,trusteeNickname,
addr1,addr2,city,country,statecd,postalCd,pfsAmtRangeCd,tacRangeTypeCd,familyMemberId,familyMemberId
blindTrust,ABC Trust,2/13/2019,Shmoe,Joseph,,JR,Joe,123 Addr Rd.,,Austin,USA,TX,77777, PFSAMT0,1001,
blindTrust,Helping Hand Trusts,5/6/2019,Doe,Jane,MRS,,,456 Fake St., Unit 100,Dallas,USA,TX, 12345,
PFSAMT04,PFS,1002,
blindTrust,Strickland Trusts,11/20/2019,Hill,Hank,,,,789 Judge Dr.,,Arlen,USA,TX,56789,
PFSAMT02,PFS,1001,1002

Part 11: Business Associations Data Import

In order to import Assets or Liabilities for Business Associations into the Filing Application, the Assets and Liabilities records need to be preceded by the Business Association record of which the Asset or Liability is for. Otherwise, the Filing Application will not know which Business Association the Asset or Liability is pertaining to.

Part 11A: Business Association Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: businessAssoc
02	Rx	businessTypeCd	String	30	Indicates the Type of Business. See "Business Codes Table" below.
03	Cx	otherBusinessType	String	100	Description of Business Type *Note:* Required if businessTypeCd = OTHER
04	Rx	businessName	String	100	Name of the Business Organization
05	Rx	businessAddr1	String	50	Business street address - line 1
06	Ro	businessAddr2	String	50	Business street address - line 2
07	Rx	businessCity	String	30	Business street address – city
08	Rx	businessCountry	String	30	Source street address - country (e.g., USA, UMI, MEX, CAN)
09	Rx	businessStateCd	String	30	Business street address - state code (e.g. TX, CA) - for country=USA/UMI only
10	Rx	businessPostalCd	String	20	Business street address - postal code - for USA addresses only
11	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
12	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
13	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
14	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who's held, sold, or acquired ownership of the Business Association.

Part 11B: Assets of Business Association Data Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: busassocAsset
02	Rx	assetDescr	String	100	Description of the asset of the Business Association
03	Rx	pfsAmountRangeCd	String	10	Range encompassing the Asset monetary amount: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
04	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS

Part 11C: Liabilities of Business Association Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: busassocLiability
02	Rx	liabilityDescr	String	100	Description of the liability of the Business Association
03	Rx	pfsAmountRangeCd	String	10	Range encompassing the Liability monetary amount: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
04	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS

Content of Sample File: BusinessAssoc.csv

#recordType,businessTypeCd,otherBusinessType,businessNameOrganization,businessAddr1,businessAddr2,
businessCity,businessCountry,businessStateCd,businesPostalCd,familyMemberId,familyMemberId…
businessAssoc,FIRM,,Hanks and Son Law,123 Main St.,,Austin,USA,TX,77777,1001,
businessAssoc,CORP,,ABC Corporation,123 Address Blvd.,Unit 100,San Antonio,USA,TX,78888,1001,1002
busassocAsset,Asset Description for ABC Corp, PFSAMT01,PFS,,,,,,,,
businessAssoc,OTHER,Sole Proprietorship,Grannie's Cookies,123 Fake St.,,Austin,USA,TX,77777,1001,
busassocAsset,Asset Description for Grannie's Cookies, PFSAMT01,PFS,,,,,,,,
busassocLiability,Liability Description for Grannie's Cookies, PFSAMT01,PFS,,,,,,,,
businessAssoc,PCORP,,Private Corp.,345 Private St. ,,Houston,USA,TX,77000,1001,1002

Part 12: Boards and Executive Positions Data Import

Board Position Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: boardPosition
02	Rx	organizationDescr	String	100	Name of the Organization
03	Rx	organizationPosition	String	100	Position held in the Organization
04	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
05	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
06	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
07	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter family member ID who holds the position.

Content of Sample File: BoardPosition.csv

#recordType,organizationDescr,organizationPosition,familyMemberId
boardPosition,Texas ABC Association,Director,1001
boardPosition,Texas Ethics Commission,Board Member,1002
boardPosition,Arlen ISD School Board,Treasurer,1001

Part 13: Expenses Accepted Under Honorarium Data Import

Expense Honorarium Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: expenseHonorarium
02	Rx	amountOfExpense	String	13	Amount of Expenses (e.g., 2175.50)
03	Rx	providerEntityCd	String	30	Provider Entity Code. Value: INDIVIDUAL , ENTITY
04	Cx	providerNameLast	String	100	Provider Name – Last *Note:* Required if providerEntityCd field is INDIVIDUAL.
05	Cx	providerNameFirst	String	45	Provider Name – First
06	Co	providerTitle	String	30	Provider Name - Title
07	Co	providerSuffix	String	30	Provider Name - Suffix
08	Co	providerNickname	String	25	Provider Name - Nickname
09	Cx	providerEntityName	String	100	Provider Name – Organization Name *Note:* Required if providerEntityCd field is ENTITY.
10	Rx	providerAddr1	String	50	Provider street address - line 1
11	Ro	providerAddr2	String	50	Provider street address - line 2
12	Rx	providerCity	String	30	Provider street address – city
13	Rx	providerCountry	String	30	Provider street address - country (e.g., USA, UMI, MEX, CAN)
14	Rx	providerStateCd	String	2	Provider street address - state code (e.g. TX, CA) - for country=USA/UMI only
15	Rx	providerPostalCd	String	20	Provider street address - postal code - for USA addresses only

Content of Sample File: ExpenseHonorarium.csv

#recordType,amountOfExpense,providerIndivEntity,providerNameLast,providerNameFirst,providerTitle,
providerSuffix,providerNickname,providerNameOrganization,providerAddr1,providerAddr2,providerCity,
providerCountry,providerStateCd,providerPostalCd
expenseHonorarium,350,ENTITY,,,,,,ABC Corp.,123 Addr Rd.,,Austin,USA,TX,77777
expenseHonorarium,137.15,INDIVIDUAL,McGinnis,Terry,,,,,456 Fake St.,Unit 100,Dallas,USA,TX,12345
expenseHonorarium,550,INDIVIDUAL,Shmoe,Joe,MR,III,,,789 Private Way,,Fort Worth,USA,TX,56789

Part 14: Interests in Business in Common with a Lobbyist Data Import

Interests in Business in Common with a Lobbyist Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: businessLobby
02	Rx	businessEntityName	String	100	Name of the Business Entity
03	Rx	businessAddr1	String	50	Business street address - line 1
04	Ro	businessAddr2	String	50	Business street address - line 2
05	Rx	businessCity	String	30	Business street address – city
06	Rx	businessCountry	String	30	Business street address - country (e.g., USA, UMI, MEX, CAN)
07	Rx	businessStateCd	String	2	Business street address - state code (e.g. TX, CA) - for country=USA/UMI only
08	Rx	businessPostalCd	String	20	Business street address - postal code - for USA addresses only
09	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
10	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
11	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
12	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who holds the interest.

Content of Sample File: **BusinessLobby.csv**

#recordType,businessNameOrganization,businessAddr1,businessAddr2,businessCity,businessCountry
,businessStateCd,businessPostalCd,familyMemberId,familyMemberId…
businessLobby,ABC Corp.,123 Addr Rd.,Unit 360,Austin,USA,TX,77777,1001,1002
businessLobby,Renters Inc.,456 Fake St.,,Austin,USA,TX,12345,1002,
businessLobby,D&D Caterers,789 Main St.,,San Marcos,USA,TX,13579,1001,

Part 15: Fees Received From Lobbyist Data Import

Service Fee from Lobbyist Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: serviceLobby
02	Rx	sourceEntityCd	String	30	Source Entity Code. Value: INDIVIDUAL , ENTITY
03	Cx	sourceNameLast	String	100	Source Name – Last *Note:* Required if sourceEntityCd field is INDIVIDUAL.
04	Cx	sourceNameFirst	String	45	Source Name - First
05	Co	sourceTitle	String	30	Source Name - Title
06	Co	sourceSuffix	String	30	Source Name - Suffix
07	Co	sourceNickname	String	25	Source Name - Nickname
08	Cx	sourceEntityName	String	100	Source Name – Organization Name *Note:* Required if sourceEntityCd field is ENTITY.
09	Rx	pfsAmountRangeCd	String	10	Range encompassing the Fee's monetary amount: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
10	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS

Content of Sample File: **ServiceLobby.csv**

#recordType,sourceIndivEntity,sourceNameLast,sourceNameFirst,sourceTitle,sourceSuffix,sourceNickname,
sourceNameOrganization,pfsAmtRangeCd,tacRangeTypeCd
serviceLobby,INDIVIDUAL,Shmoe,Joe,MR,JR,Jay,,GTE25000
serviceLobby,INDIVIDUAL,Doe,Jane,,,,,LT10000
serviceLobby,ENTITY,,,,,,ABC Corp.,LT5000

Part 16: Legislator Representing a Person Before State Agency Data Import

Representation Before a State Agency Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: legislatorAgency
02	Rx	agencyCd	String	10	3 Digit Agency Code located in Code Table Below. 999 stands for Other
03	Cx	otherAgencyDescr	String	100	Name of State Agency if no Agency Code found *Note* Required if agencyCd = 999
04	Rx	sourceEntityCd	String	30	Source Entity Code. Value: INDIVIDUAL , ENTITY
05	Cx	sourceNameLast	String	100	Source Name – Last *Note:* Required if sourceEntityCd field is INDIVIDUAL.
06	Cx	sourceNameFirst	String	45	Source Name - First
07	Co	sourceTitle	String	30	Source Name - Title
08	Co	sourceSuffix	String	30	Source Name - Suffix
09	Co	sourceNickname	String	25	Source Name - Nickname
10	Cx	sourceEntityName	String	100	Source Name – Organization Name *Note:* Required if sourceEntityCd field is ENTITY.
11	Rx	pfsAmountRangeCd	String	10	Range encompassing the Service Fee's monetary amount: one of PFSAMT01, PFSAMT02, PFSAMT03, PFSAMT04.
12	Rx	tacRangeTypeCd	String	10	Code needed by the system for pfsAmountRangeCd. Value: PFS *Note:* Will only be PFS

Content of Sample File: LegislatorAgency.csv

#recordType,agencyCd,agencyCdOther,sourceIndivEntity,sourceNameLast,sourceNameFirst,sourceTitle,
sourceSuffix,sourceNickname,sourceNameOrganization,pfsAmtRangeCd,tacRangeTypeCd
legislatorAgency,356,,INDIVIDUAL,Shmoe,Joe,MR,,,, PFSAMT04,PFS
legislatorAgency,999,Texas Fake Commission,INDIVIDUAL,Doe,Jane,,,,, PFSAMT01,PFS
legislatorAgency,808,,ENTITY,,,,,,ABC Corp., PFSAMT02,PFS

Part 17: Benefits from Functions Honoring Public Servant Data Import

Benefits from Functions Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: functionHonoring
02	Rx	sourceOfBenefit	String	100	Full name of the source of the Benefit
03	Rx	sourceAddr1	String	50	Source street address - line 1
04	Ro	sourceAddr2	String	50	Source street address - line 2
05	Rx	sourceCity	String	30	Source street address – city
06	Rx	sourceCountry	String	30	Source street address - country (e.g., USA, UMI, MEX, CAN)
07	Rx	sourceStateCd	String	2	Source street address - state code (e.g. TX, CA) - for country=USA/UMI only
08	Rx	sourcePostalCd	String	20	Source street address - postal code - for USA addresses only
09	Rx	benefitDescr	String	100	Describe the benefit received

Content of Sample File: FunctionHonoring.csv

#recordType,sourceOfBenefit,sourceAddr1,sourceAddr2,sourceCity,sourceCountry,sourceStateCd,sourcePostalCd,
benefitDesc
functionHonoring,Connie Contributor,123 Addr Dr., Unit 100,Austin,USA,TX,77777,Food and Drink
functionHonoring,XYZ Club,456 Main St.,,Houston,USA,TX,12345,Honoring of Achievements
functionHonoring,Texas Fake Association,789 Fake St.,,Dallas,USA,TX,54321,Travel Expenses

Part 18: Legislative Continuance Data Import

Legislative Continuance Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: legislativeContinue
02	Rx	contGrantedFlag	String	1	Indicates if the Continuance was Granted. Value: Y, N
03	Rx	startDt	String	10	Date the Filer was Retained (e.g., 03/19/2019)
04	Rx	contApplicationDt	String	10	Date of the Continuance Application (e.g., 03/19/2019)
05	Rx	sourceEntityCd	String	30	Source Entity Code. Value: INDIVIDUAL , ENTITY
06	Cx	sourceNameLast	String	100	Source Name – Last *Note:* Required if sourceEntityCd field is INDIVIDUAL.
07	Cx	sourceNameFirst	String	45	Source Name - First
08	Co	sourceTitle	String	30	Source Name - Title
09	Co	sourceSuffix	String	30	Source Name - Suffix
10	Co	sourceNickname	String	25	Source Name - Nickname
11	Cx	sourceEntityName	String	100	Source Name – Organization Name *Note:* Required if sourceEntityCd field is ENTITY.
12	Rx	continuanceDescr	String	100	Style, Cause Number, Court and Jurisdiction for the Continuance

Content of Sample File: LegislativeContinue.csv

#recordType,continuanceGrantedFlag,startDt,continuanceApplicDt,sourceIndivEntity,sourceNameLast,
sourceNameFirst,sourceTitle,sourceSuffix,sourceNickname,sourceNameOrganization,continuanceDescr
legislativeContinue,Y,9/9/2019,9/28/2019,INDIVIDUAL,Shmoe,Joe,MR,,,,"Client v. Defendant CV-12345678,
County Court #3, Travis County"
legislativeContinue,N,10/3/2019,10/10/2019,ENTITY,,,,,,ABC Corp.,"State of Texas v. ABC Corp., CV-98765432,
County Court #5, Williamson County"

Part 19: Contracts with Governmental Entity Data Import

Note: In order to Import a valid "Contracts with Governmental Entity" record, the "Government Contract", "Government Contract - Business Entity", "Government Contract - Governmental Entity", and "Government Contract - Governmental Contractor" rows must be provided in the same Import File with the Government Contract row beginning the record.

Government Contract

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: govtContract
02	Rx	busEntityFlag	String	1	Indicate if a party to the Contract is a Business Entity. Value: Y , N
03	Rx	govEntityFlag	String	1	Indicate if a party to the Contract is a Governmental Entity. Value: Y , N *Note:* Either govEntityFlag or govContractorFlag should be Y
04	Rx	govContractorFlag	String	1	Indicate if a party to the Contract is a Contractor for a Governmental Entity. Value: Y , N *Note:* Either govEntityFlag or govContractorFlag should be Y
05	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
06	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
07	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.
08	Co	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Enter all family member IDs who are a party to the Government Contract.

Government Contract - Business Entity

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: govcontBusEntity
02	Rx	busEntityName	String	100	Name of the Business Entity
03	Cx	addr1	String	50	Entity street address - line 1
04	Co	addr2	String	50	Entity street address - line 2
05	Cx	city	String	30	Entity street address – city
06	Cx	country	String	30	Entity street address - country (e.g., USA, UMI, MEX, CAN)
07	Cx	stateCd	String	2	Entity street address - state code (e.g. TX, CA) - for country=USA/UMI only
08	Cx	postalCd	String	20	Entity street address - postal code - for USA addresses only

Government Contract - Governmental Entity

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: govcontGovEntity
02	Rx	govEntityName	String	100	Name of the Governmental Entity
03	Cx	addr1	String	50	Entity street address - line 1
04	Co	addr2	String	50	Entity street address - line 2
05	Cx	city	String	30	Entity street address – city
06	Cx	country	String	30	Entity street address - country (e.g., USA, UMI, MEX, CAN)
07	Cx	stateCd	String	2	Entity street address - state code (e.g. TX, CA) - for country=USA/UMI only
08	Cx	postalCd	String	20	Entity street address - postal code - for USA addresses only

Government Contract - Governmental Contractor

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: govcontGovContr
02	Rx	entityCd	String	30	Entity Code. Value: INDIVIDUAL , ENTITY
03	Cx	nameLast	String	100	Contractor Name – Last *Note:* Required if entityCd field is INDIVIDUAL.
04	Cx	nameFirst	String	45	Contractor Name - First
05	Co	nameTitle	String	30	Contractor Name - Title
06	Co	nameSuffix	String	30	Contractor Name - Suffix
07	Co	nameNick	String	25	Contractor Name - Nickname
08	Cx	nameOrg	String	100	Contractor Name – Organization Name *Note:* Required if entityCd field is ENTITY.
09	Rx	addr1	String	50	Entity street address - line 1
10	Co	addr2	String	50	Entity street address - line 2
11	Rx	city	String	30	Entity street address – city
12	Rx	country	String	30	Entity street address - country (e.g., USA, UMI, MEX, CAN)
13	Cx	stateCd	String	2	Entity street address - state code (e.g. TX, CA) - for country=USA/UMI only
14	Cx	postalCd	String	20	Entity street address - postal code - for USA addresses only
15	Rx	agencyCd	String	10	3 Digit Agency Code located in Code Table Below. 999 stands for other
16	Cx	otherAgencyDescr	String	100	Name of State Agency if no Agency Code found *Note* Required if agencyCd = 999

Content of Sample File 1: govtContract_Example1.csv

#recordType,businessEntityFlag,govtEntityFlag,govtContractorFlag,familyMemberId,familyMemberId,,
govtContract,Y,Y,N,1001,1002,,
govcontBusEntity,ABC Business Inc.,123 Addr Blvd.,,Austin,USA,TX,78888
govcontGovEntity,Texas Ethics Commission,123 Fake St.,,Austin,USA,TX,77777

Content of Sample File 1: govtContract_Example2.csv

#recordType,businessEntityFlag,govtEntityFlag,govtContractorFlag,familyMemberId,familyMemberId,,,,,,,,
govtContract,Y,N,Y,1001,1002,,,,,,,,
govcontBusEntity,ABC Business Inc.,123 Addr Blvd.,,Austin,USA,TX,78888,,,,,,
govcontGovContr,ENTITY,,,,,Austin Contractors,789 Missing Dr.,,Austin,USA,TX,77777,694,
govcontGovContr,INDIVIDUAL,Doe,John,,,,123 Main St.,Unit 100,Austin,USA,TX,77777,999,Other Government Entity

Content of Sample File 1: govtContract_Example3.csv

#recordType,businessEntityFlag,govtEntityFlag,govtContractorFlag,familyMemberId,familyMemberId,,
GovtContract,N,Y,N,1001,1002,,
govcontGovEntity,Texas Ethics Commission,123 Fake St.,,Austin,USA,TX,77777

Part 20: Bond Counsel Services provided by a Legislator Data Import

Bond Counsel Functions Record

#	R (x) C (x)	Field Name	Value Type	Max Len	Description
01	Rx	recordType	String	30	Record Type (identifies this record) Value: bondCounsel
02	Rx	issueDate	String	10	Date the Bond Counsel was Issued (e.g., 03/19/2019)
03	Rx	issueAmount	String	13	Amount of Expenses (e.g., 2175.50)
04	Rx	filerFeeAmtRangeCd	String	30	Range encompassing Fees paid to Filer. Leave this field blank if the filer was not paid for this service Value: one of LT5000, LT10000, LT25000, GTE25000.
05	Cx	firmFeeAmtRangeCd	String	30	Range encompassing Fees paid to Filer's Firm. Leave this field blank if there were no Firm Fees. Value: one of LT5000, LT10000, LT25000, GTE25000.
06	Rx	feesToFirmFlag	String	1	Indicates if Fees were Paid to Filer's Firm. Value: Y, N
07	Rx	paidServicesFlag	String	1	Indicates if Filer was Paid to provide this Service. Value: Y, N
08	Rx	issuerName	String	100	Name of Issuer
09	Cx	firmName	String	100	Name of Filer's Firm
10	Cx	firmAddr1	String	50	Firm street address - line 1
11	Co	firmAddr2	String	50	Firm street address - line 2
12	Cx	firmCity	String	30	Firm street address – city
13	Cx	firmCountry	String	30	Firm street address - country (e.g., USA, UMI, MEX, CAN)
14	Cx	firmStateCd	String	2	Firm street address - state code (e.g. TX, CA) - for country=USA/UMI only
15	Cx	firmPostalCd	String	20	Firm street address - postal code - for USA addresses only
16	Rx	familyMemberID	String	4	Family Member ID as entered in the Family Member table for this report. Value: see "Family Member ID Codes", below.

Content of Sample File: **BondCounsel.csv**

#recordType,issueDt,issueAmount,filerfeeAmtRangeCd,firmfeeAmtRangeCd,feestoFirmFlag,paidServicesFlag,
issuerNameOrganization,firmNameOrganization,firmAddr1,firmAddr2,firmCity,firmCountry,firmStateCd,
firmPostalCd,familyMemberId
bondCounsel,10/10/2019,100.56,LT5000,LT5000,Y,Y,ABC Corp.,Filer Firm,123 Addr Way, Unit 56,
Austin,USA,TX,77777,1001
bondCounsel,11/12/2019,40.25,LT10000,LT10000,Y,Y,XYZ Club,Fake Firm,456 Fake
St.,,,Dallas,USA,TX,12345,1002
bondCounsel,11/14/2019,365,GTE25000,,N,Y,Texas Fake Association,,,,,,,,1002

Quantity of Shares Range Codes

Quantity of Shares Range	Code
Less than 100	LT100
100 to 499	LT500
500 to 999	LT1000
1,000 to 4,999	LT5000
5,000 to 9,999	LT10K
10,000 or more	GTE10K

PFS Amount Range Codes

2023 and Later

Net Gain or Loss Amount Range	Code
Less than $10,110	PFSAMT01
$10,110 - $20,219	PFSAMT02
$20,220 - $50,539	PFSAMT03
$50,540 or more	PFSAMT04

2022

Net Gain or Loss Amount Range	Code
Less than $9,440	PFSAMT01
$9,400 - $18,889	PFSAMT02
$18,900 - $47,219	PFSAMT03
$47,220 or more	PFSAMT04

2021

Net Gain or Loss Amount Range	Code
Less than $9,320	PFSAMT01
$9,320 - $18,629	PFSAMT02
$18,630 - $46,579	PFSAMT03
$46,580 or more	PFSAMT04

2020

Net Gain or Loss Amount Range	Code
Less than $8,930	PFSAMT01
$8,930 - $17,859	PFSAMT02
$17,860 - $44,629	PFSAMT03
$44,630 or more	PFSAMT04

2019 and Previous

Net Gain or Loss Amount Range	Code
Less than $5,000	PFSAMT01
$5,000 - $9,999	PFSAMT02
$10,000 - $24,999	PFSAMT03
$25,000 or more	PFSAMT04

Family Member ID Codes

The family member ID number assigned to the Filer is always 1001. ID numbers assigned to additional family members are assigned in the order the member was entered. The family member ID never changes once that member has been entered into a report. If you delete a family member, all the other family members retain their original ID number.

The Family Member ID Table is displayed when you select "Upload Data" on an in-progress report from your "Manage My Reports" page.

Family Member Id Table

(1 of 1) ◄◄ ◄ **1** ►► ►| 5 ▼

Name	Relation	Family Member ID
Dana Spouse	SPOUSE	1002
Johnny Kidz	DEPENDENT	1003
Suzie Kidz	DEPENDENT	1004

(1 of 1) ◄◄ ◄ **1** ►► ►| 5 ▼

Family Member ID Codes Table

Family Member	Code
Filer	1001
Family Member 2	1002
Family Member 3	1003
Family Member 4	1004

Title Codes Table

Title	Code
Agent	AGENT
Ambassador	AMBASSADOR
Brig. Gen.	BRIGADIER
Capt.	CAPTAIN
CEO	CEO
Colonel	COLONEL
Commissioner	COMMISSNR
Dr.	DR
The Estate of	ESTATE
General	GENERAL
The Honorable	HONORABLE
Judge	JUDGE
Lady	LADY
Lt.	LT
Lt. Gen.	LTGENERAL
Major	MAJOR
Maj. Gen.	MAJORGEN
Miss	MISS
Monsignor	MONSIGNOR
Mr.	MR
Mrs.	MRS
Ms.	MS
Officer	OFFICER
Prof.	PROFESSOR
Rabbi	RABBI
Rear Admiral	RADM
Rev.	REVEREND
Rep.	REPRESENTATIVE
Sen.	SENATOR
Sgt.	SGT
Sister	SISTER

Suffix Codes Table

Suffix	Code
Au.D	AUD
C.D.T	CDT
CPA	CPA
D.C.	DC
D.D.S	DDS
DJ	DJ
DMD	DMD
D.Min	DMIN
D.O.	DO
DPM	DPM
DrPH	DRPH
DSN	DSN
DVM	DVM
Ed.D.	EDD
Esq.	ESQ
I	I
II	II
III	III
IV	IV
J.D.	JD
Jr.	JR
Jr MD	JRMD
L.AC.	LAC
LLB	LLB
LLC	LLC
LMSW	LMSW
LVN	LVN
M.A.	MA
MBA	MBA
M.D.	MD
MDDDS	MDDDS
MD MS	MDMS
MDPhD	MDPHD
M.Ed.	MED
MHA	MHA
MPS	MPS
O.D.	OD
P.A.	PA
PA-C	PAC
P.C.	PC
P.E.	PE
P.G.	PG
Ph.D	PHD
P.T.	PT
RDH	RDH
Ret.	RET
R.N.	RN
R.Ph.	RPH
Sr.	SR
V	V
VI	VI

Business Codes Table

Code	Business Type
CORP	Corporation
FIRM	Firm
PARTNERSHIP	Partnership
LIMPARTNER	Limited Partnership
LLPARTNER	Limited Liability Partnership
PCORP	Professional Corporation
PASSOC	Professional Association
JV	Joint Venture
OTHER	Other Business Association

Agency Codes Table

Agency Code	Agency Name
401	Adjutant General, Texas
360	Administrative Hearings, State Office of
004	Affordable Housing Corporation, Texas State
539	Aging and Disability Services, Department of
551	Agriculture, Department of
458	Alcoholic Beverage Commission, Texas
528	Anatomical Board, State
737	Angelo State University, Texas Tech University System
554	Animal Health Commission, Texas
459	Architectural Examiners, Texas Board of
813	Arts, Texas Commission on the
538	Assistive and Rehabilitative Services, Department of
302	Attorney General, Texas Office of the
308	Auditor, State
451	Banking, Texas Department of
202	Bar of Texas, State
771	Blind and Visually Impaired, Texas School for the
352	Bond Review Board, Texas
527	Cancer Council, Texas
508	Chiropractic Examiners, Board of
304	Comptroller of Public Accounts, Texas
466	Consumer Credit Commissioner, Texas
046	County and District Retirement System, Texas
212	Court Administration, Office of
221	Court of Appeals - 01st Court of Appeals District, Texas
222	Court of Appeals - 02nd Court of Appeals District, Texas
223	Court of Appeals - 03rd Court of Appeals District, Texas
224	Court of Appeals - 04th Court of Appeals District, Texas
225	Court of Appeals - 05th Court of Appeals District, Texas

Agency Code	Agency Name
226	Court of Appeals - 06th Court of Appeals District, Texas
227	Court of Appeals - 07th Court of Appeals District, Texas
228	Court of Appeals - 08th Court of Appeals District, Texas
229	Court of Appeals - 09th Court of Appeals District, Texas
230	Court of Appeals - 10th Court of Appeals District, Texas
231	Court of Appeals - 11th Court of Appeals District, Texas
234	Court of Appeals - 14th Court of Appeals District, Texas
211	Court of Criminal Appeals, Texas
469	Credit Union Department, Texas
696	Criminal Justice, Texas Department of
772	Deaf, Texas School for the
504	Dental Examiners, State Board of
701	Education Agency, Texas
819	Emancipation Juneteenth Cultural and Historical Commission, Texas
477	Emergency Communications, Commission on State
327	Employees Retirement System of Texas
582	Environmental Quality, Texas Commission on
356	Ethics Commission, Texas
303	Facilities Commission, Texas
530	Family and Protective Services, Department of
325	Fire Fighter's Pension Commissioner, Texas
411	Fire Protection, Texas Commission on
904	Food and Fibers Commission, Texas
513	Funeral Services Commission, Texas
305	General Land Office, Texas
481	Geoscientists, Texas Board of Professional
301	Governor's Office, Texas
529	Health and Human Services Commission, Texas
364	Health Professions Council
781	Higher Education Coordinating Board, Texas
808	Historical Commission, Texas
102	House of Representatives, Texas
332	Housing and Community Affairs, Texas Department of
313	Information Resources, Department of
454	Insurance, Texas Department of
409	Jail Standards, Commission on
242	Judicial Conduct, State Commission on
665	Juvenile Probation Commission, Texas
789	Lamar Institute of Technology, Texas State University System
787	Lamar State College - Orange, Texas State University System
788	Lamar State College - Port Arthur, Texas State University System
734	Lamar University, Texas State University System
464	Land Surveying, Texas Board of Professional
407	Law Enforcement Officer Standards and Education, Commission on
203	Law Examiners, Board of
243	Law Library, State
104	Legislative Budget Board, Texas

Agency Code	Agency Name
103	Legislative Council, Texas
105	Legislative Reference Library, Texas
306	Library and Archives Commission, Texas State
452	Licensing and Regulation, Texas Department of
362	Lottery Commission, Texas
735	Midwestern State University
406	Military Facilities Commission, Texas
001	Municipal Retirement System, Texas
507	Nurse Examiners, Texas Board of
514	Optometry Board, Texas
802	Parks and Wildlife Department, Texas
338	Pension Review Board, State
515	Pharmacy, Texas State Board of
533	Physical Therapy and Occupational Therapy Examiners, Executive Council of
456	Plumbing Examiners, Board of
512	Podiatric Medical Examiners, State Board of
715	Prairie View A&M University, Texas A&M University System
809	Preservation Board, State
460	Professional Engineers, Texas Board of
213	Prosecuting Attorney, State Office of
520	Psychologists, Board of Examiners of
457	Public Accountancy, Texas State Board of
347	Public Finance Authority, Texas
359	Public Insurance Counsel, Office of
405	Public Safety, Texas Department of
473	Public Utility Commission of Texas
475	Public Utility Counsel, Office of
476	Racing Commission, Texas
455	Railroad Commission of Texas, The
329	Real Estate Commission
370	Residential Construction Commission, Texas
479	Risk Management, State Office of
357	Rural Community Affairs, Office of
753	Sam Houston State University, Texas State University System
450	Savings and Mortgage Lending, Texas
307	Secretary of State, Texas
312	Securities Board, State
101	Senate, Texas
592	Soil and Water Conservation Board, Texas
333	State - Federal Relations, Office of
537	State Health Services, Department of
755	Stephen F. Austin State University
472	Structural Pest Control Board, Texas
756	Sul Ross State University, Texas State University System
116	Sunset Advisory Commission
201	Supreme Court, Texas State
713	Tarleton State University, Texas A&M University System

Agency Code	Agency Name
337	Tax Professional Examiners, Board of
323	Teacher Retirement System of Texas
555	Texas A&M AgriLife Extension Service
556	Texas A&M AgriLife Research
709	Texas A&M Health Science Center, Texas A&M University System
761	Texas A&M International University, Texas A&M University System
718	Texas A&M University at Galveston, Texas A&M University System
751	Texas A&M University - Commerce, Texas A&M University System
760	Texas A&M University - Corpus Christi, Texas A&M University System
732	Texas A&M University - Kingsville, Texas A&M University System
710	Texas A&M University System
764	Texas A&M University - Texarkana, Texas A&M University System
711	Texas A&M University, Texas A&M University System
557	Texas A&M Veterinary Medical Diagnostic Laboratory
712	Texas Engineering Experiment Station, Texas A&M University System
716	Texas Engineering Extension Service, Texas A&M University System
576	Texas Forest Service, Texas A&M University System
717	Texas Southern University
719	Texas State Technical College System
754	Texas State University - San Marcos, Texas State University System
758	Texas State University System Board of Regents, Texas State University System
739	Texas Tech University Health Science Center, Texas Tech University
768	Texas Tech University System Office, Texas Tech University System
733	Texas Tech University, Texas Tech University System
727	Texas Transportation Institute, Texas A&M University System
731	Texas Woman's University
601	Transportation, Texas Department of
930	Treasury Safekeeping Trust Company
759	University of Houston - Clear Lake, University of Houston System
784	University of Houston - Downtown, University of Houston
783	University of Houston System Office, University of Houston System
730	University of Houston, University of Houston System
765	University of Houston - Victoria, University of Houston System
763	University of North Texas Health Science Center at Fort Worth, University of North Texas System
769	University of North Texas System Administration, University of North Texas System

Agency Code	Agency Name
752	University of North Texas, University of North Texas System
714	University of Texas at Arlington, University of Texas System
721	University of Texas at Austin, University of Texas System
747	University of Texas at Brownsville, University of Texas System
738	University of Texas at Dallas, University of Texas System
724	University of Texas at El Paso, University of Texas System
743	University of Texas at San Antonio, University of Texas System
750	University of Texas at Tyler, University of Texas System
742	University of Texas of the Permian Basin, University of Texas System
736	University of Texas - Pan American, University of Texas System
720	University of Texas System, University of Texas System
785	UT Health Center at Tyler, University of Texas System
744	UT Health Science Center at Houston, University of Texas System
745	UT Health Science Center at San Antonio, University of Texas System
506	UT - M.D. Anderson Cancer Center, University of Texas System
723	UT Medical Branch at Galveston, University of Texas System
729	UT Southwestern Medical Center at Dallas, University of Texas System
403	Veterans Commission, Texas
578	Veterinary Medical Examiners, State Board of
580	Water Development Board, Texas
757	West Texas A&M University, Texas A&M University System
320	Workforce Commission, Texas
694	Youth Commission, Texas
999	Other