

**Data Export Format Specification for
Agency Designation Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	AgencyLabel	Text	50		Label attached to the agency
2	StandardAccountCode	Numeric	10		The unique code associated with a specific designateable entity.
3	EntityIdentifier	Text	10		The unique entity code associated with a specific designateable entity.
4	DesignationEntityName	Text	255		Designation Entity's name
5	DesignationEntityEIN	Numeric	9		The unique code associated with a specific designation entity.
6	DesignationEntityAddress1	Text	100		Designation Entity's physical address line 1
7	DesignationEntityAddress2	Text	100		Designation Entity's physical address 2
8	DesignationEntityCity	Text	50		Designation Entity's physical address city
9	DesignationEntityState/Province	Text/Text	2/200		Designation Entity's physical address state
10	DesignationEntityZipCode/Postal Code	Numeric/Text	5/10		Designation Entity's physical address zip code
11	DesignationEntityCountry	Text	2		Designation Entity's physical address country
12	DesignationEntityPhoneNumber	Numeric	15	(###) ###- ####	Designation Entity's phone number
13	DesignationEntityContact	Text	100		Designation Entity Contact
14	OrganizationNumber	Text	6		The United Way Organization number associated with the designation.
15	OrganizationAccountCode	Numeric	20		The profiles account number associated with the designation.
16	OrganizationCFCAccountCode	Text	15		The CFC account number associated with the designation.

Field #	Field Name	Data Type	Maximum Length	Format	Description
17	DesignationEntityType ^A	Numeric	1		Defines the type of agency that is being designated to.
18	OwnerServiceAreaAccountCode	Numeric	20		Book number for the United Way that owns the service area.
19	DesignationCount	Numeric	10		Total designations to this entity.
20	DesignationTotal	Currency	18	#.00	Total value of the donations designated to this entity.
21	Profiled	Text	1		Indicates if the designation is profiled by the organization number of that designation.
22	ServiceAreaOwnerOrganizationNumber	Text	6		Organization Number that owns the service area.
23	ServiceAreaOwnerOrganizationName	Text	255		Name of the Organization owns the service area.
24	ServiceAreaOwnerOrganizationStandardAccountCode	Numeric	10		Standard Account Code for the Organization that owns the service area.
25	ServiceAreaOwnerOrganizationAccountCode	Numeric	20		Book number for the Organization that owns the service area.
26	DistributingOrganization	Text	50		

^A Values for DesignateableEntityType* include:

- 1 – Catalog Organization
- 2 – Catalog Service Area
- 3 – Catalog Agency Group
- 4 – Catalog Agency
- 6 – Agency
- 7 - Write-In
- 8 - National IRS agency

Other Notes

- The comma delimited export (csv) uses the double quote (") as the text qualifier and the comma character as a field delimiter.
- The tab delimited export (txt) uses the tab character as a field delimiter.
- Field names may be included as the first row of the file, the first row of the file is optional.

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