

**Data Export Format Specification for
National Agency Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	DonorIdentifier	Text	50		Donor identifier
2	EmployeeNumber	Text	14		Donor's employee number
3	SSN	Numeric	9		Donor's social security number
4	NamePrefix	Text	8		Donor's name prefix
5	FirstName	Text	50		Donor's first name
6	MiddleName	Text	50		Donor's middle name
7	LastName	Text	50		Donor's last name
8	NameSuffix	Text	4		Donor's name suffix
9	WorkEmailAddress	Text	50		Donor's work email address
10	Gender ^A	Text	1		Donor's gender
11	PaymentTypeCode ^B	Numeric	1		Payment type code
12	TotalValue	Currency	18	#.00	Estimate value of the donation based on data provided by the donor
13	StartDate	Date	10	mm/dd/yyyy	Billing start date for the donation
14	DateCreated	Date	10	mm/dd/yyyy	Date the donation was created
15	DateLastUpdated	Date	10	mm/dd/yyyy	Date the donation was last updated
16	DonationPercent	Numeric	8	#.####	Percentage of the donation designated to the national agency (Name)
17	DonationAmount	Currency	18	#.00	Dollar value designated to Name
18	StandardAccountCode	Numeric	10		The unique code associated with a specific designatable entity.

Field #	Field Name	Data Type	Maximum Length	Format	Description
19	EntityIdentifier	Text	10		The unique entity code associated with a specific designatable entity.
20	Name	Text	100		Name of the national agency
21	EIN	Text	10		Federal EIN number
22	Address1	Text	100		Primary Address of agency
23	Address2	Text	100		Secondary address for agency
24	City	Text	50		City of agency
25	State/Province	Text/Text	2/200		State of agency
26	ZIPCode/Postal Code	Numeric/Text	5/10		Zip Code of agency
27	ZIPCodeExt	Numeric	4		Zip Code Extension of agency
28	CountryCode	Text	2		Country of agency
29	DonorGroupName	Text	100		Donor group name
30	DonorGroupLabel	Text	50		Donor group label
31	ReportLabel	Text	50		Report label
32	Account Code	Text	15		The profiles account number associated with the designation.
33	OrganizationCFCAccountCode	Text	15		The CFC account number associated with the designation.

^A Values for Gender are:

M - male

F - female

N – choose not to disclose
or no value provided

^B Values for PaymentTypeCode include:

1 – Payroll Deduction

- 2 – Credit Card
- 3 – Debit Card
- 4 – ACH (Electronic Check)
- 5 – Cash
- 6 – Check
- 7 – Direct Bill
- 8 – Stock
- 9 – No Donation
- 10 - PayPal

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.