

**Data Export Format Specification for  
Write-In 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	EmailAddress	Text	80		Donor's email address
10	Gender <sup>A</sup>	Text	1		Donor's gender
11	PaymentTypeCode <sup>B</sup>	Numeric	1		Payment type code
12	PaymentTotalValue	Currency	18	#.00	Estimate value of the base donation based on data provided by the donor
13	AddOnTotalValue	Currency	18	#.00	Estimate value of add-on donations based on data provided by the donor
14	TotalValue	Currency	18	#.00	Estimate value of the donation based on data provided by the donor
15	StartDate	Date	10	mm/dd/yyyy	Billing start date for the donation
16	DateCreated	Date	10	mm/dd/yyyy	Date the donation was created
17	DateLastUpdated	Date	10	mm/dd/yyyy	Date the donation was last updated
18	DonationPercent	Numeric	8	#.####	Percentage designated to the write-in agency
19	DonationAmount	Currency	18	#.00	Dollar value designated to Name

Field #	Field Name	Data Type	Maximum Length	Format	Description
20	StandardAccountCode	Numeric	10		The unique code associated with a specific designateable entity.
21	EntityIdentifier	Text	10		The unique entity code associated with a specific designateable entity.
22	Name	Text	70		Name of the write-in agency
23	EIN	Numeric	9		EIN number of the write-In
24	Address1	Text	100		Primary Address of write-n
25	Address2	Text	100		Secondary address for write-in
26	City	Text	50		City of write-in
27	State/Province	Text/Text	2/200		State of write-in
28	ZIPCode/Postal Code	Numeric/Text	5/10		Zip Code of write-in
29	ZIPCodeExt	Numeric	4		Zip Code Extension of write-in
30	CountryCode	Text	2		Country of write-in
31	PhoneNumber	Numeric	15		Phone number
32	WriteInEmailAddress	Text	80		Email Address associated with write-in
33	Contact	Text	100		Contact information
34	DonorGroupName	Text	100		Donor group name
35	DonorGroupLabel	Text	50		Donor group label
36	ReportLabel	Text	50		Label attached to the donation (donor group label for online donations and batch label for batch (qppi) donations)
37	Account Code	Text	15		The profiles account number associated with the designation.
38	OrganizationCFCAccountCode	Text	15		The CFC account number associated with the designation.

<sup>A</sup> Values for Gender are:

- M - male
- F - female
- N – choose not to disclose  
or no value provided

<sup>B</sup> Values for DonationTypeCode 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.