

Trustee_Election_Address_File_Format_
Vendor_Format_2023

Trustee Election Address File VENDOR Format 2023					
File	Format			Comma delimited text file (*.csv)	
					File File
Field	Data Type	Maximum Length	Description	From ERS	To ERS
1 SORT_NAME	Text		Name in the format "Last, First Middle Suffix" used for sorting.	YES	YES
2 LAST_NAME	Text	50	Last Name	YES	YES
3 FIRST_NAME	Text	50	First Name	YES	YES
4 MIDDLE_NAME	Text	50	Middle Initial(s)	YES	YES
5 SUFFIX	Text	5	Suffix (i.e. JR, SR, III etc.)	YES	YES
6 MAIL_NAME	Text	50	Name to be printed in the format First Name Middle Initial Last Name Suffix	YES	YES
7 ADDRESS_1	Text	50	First address line	YES	YES
8 ADDRESS_2	Text	50	second address line (optional)	YES	YES
9 ADDRESS_3	Text	50	third address line (optional)	YES	YES
10 CITY	Text	50	City	YES	YES
11 STATE	Text	2	State	YES	YES
12 Zip code	Text	9	Zip Code (9-digits with 0 in the last four digits if not available i.e. "#####0000"). Blank if Country is not US.	YES	YES
13 POSTAL_CODE	Text	25	Postal Code (if available) if Country is not US.	YES	YES
14 COUNTRY	Text	2	2-character country code (i.e. "US")	YES	YES
15 COUNTRY_NAME	Text	50	Country name	YES	YES
16 MAILING_IDENTIFIER	Text	15	Unique identifier to be printed #####X####	YES	YES
17 Valid Forwarding Address	Text	3	Vendor to indicate if valid forwarding address is available. "yes"/"no"		YES
18 NEW ADDRESS_1	Text	50	New First address line		YES
19 NEW ADDRESS_2	Text	50	New second address line (optional)		YES
20 NEW ADDRESS_3	Text	50	New third address line (optional)		YES
21 NEW CITY	Text	50	New City		YES
22 NEW STATE	Text	2	New State		YES
23 NEW Zip code	Text	9	New Zip Code (9-digits with 0 in the last four digits if not available i.e. "#####0000").		YES
24 NEW POSTAL_CODE	Text	25	New Postal Code (if available) if Country is not US.		YES
25 NEW COUNTRY	Text	2	New 2-character country code (i.e. "US")		YES
26 NEW COUNTRY_NAME	Text	50	New Country name		YES
* Note: File from ERS will include fields 1-16 . File(s) from Vendor to include fields 1-26 adding fields 17-26 as appropriate only for returned mail with a forwarding address.					