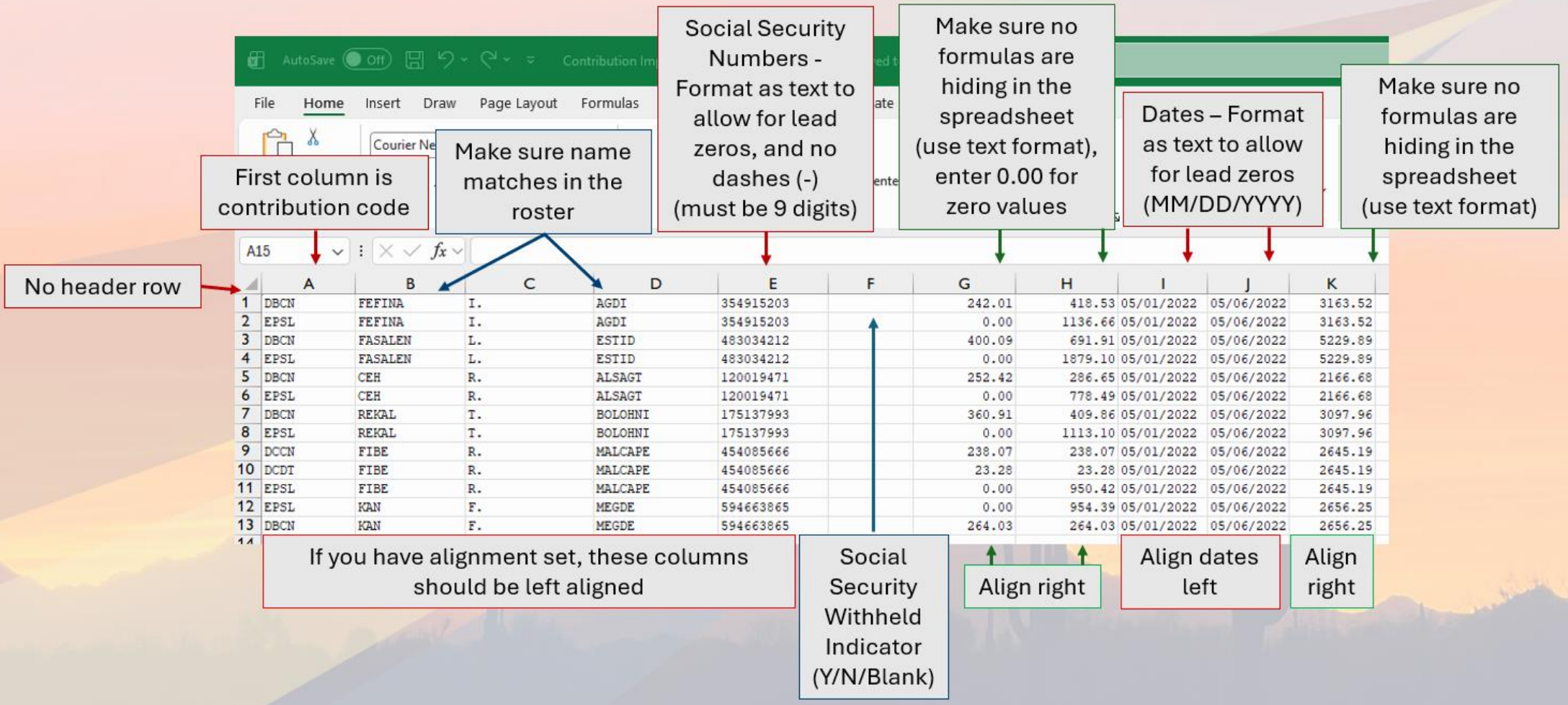
Contribution File Import Data – Common issues causing validated with errors



	A	B	C	D	E	F	G	H	I	J	K
1	DBCN	FEFINA	I.	AGDI	354915203		242.01	418.53	05/01/2022	05/06/2022	3163.52
2	EPSL	FEFINA	I.	AGDI	354915203		0.00	1136.66	05/01/2022	05/06/2022	3163.52
3	DBCN	FASALEN	L.	ESTID	483034212		400.09	691.91	05/01/2022	05/06/2022	5229.89
4	EPSL	FASALEN	L.	ESTID	483034212		0.00	1879.10	05/01/2022	05/06/2022	5229.89
5	DBCN	CEH	R.	ALSAGT	120019471		252.42	286.65	05/01/2022	05/06/2022	2166.68
6	EPSL	CEH	R.	ALSAGT	120019471		0.00	778.49	05/01/2022	05/06/2022	2166.68
7	DBCN	REKAL	T.	BOLOHNI	175137993		360.91	409.86	05/01/2022	05/06/2022	3097.96
8	EPSL	REKAL	T.	BOLOHNI	175137993		0.00	1113.10	05/01/2022	05/06/2022	3097.96
9	DCCN	FIBE	R.	MALCAPE	454085666		238.07	238.07	05/01/2022	05/06/2022	2645.19
10	DCDT	FIBE	R.	MALCAPE	454085666		23.28	23.28	05/01/2022	05/06/2022	2645.19
11	EPSL	FIBE	R.	MALCAPE	454085666		0.00	950.42	05/01/2022	05/06/2022	2645.19
12	EPSL	KAN	F.	MEGDE	594663865		0.00	954.39	05/01/2022	05/06/2022	2656.25
13	DBCN	KAN	F.	MEGDE	594663865		264.03	264.03	05/01/2022	05/06/2022	2656.25

Contribution File Import Data – Format for CSV/TXT files

Contribution code

Name fields
(First, Middle, Last)
Make sure name matches in the roster

Social Security Numbers
(no dashes)

Dates – Include lead zeros
(MM/DD/YYYY)

Contribution File .txt Example - Notepad

File Edit Format View Help

DBCNNAT	C.	AFLESS	332726727N	319.00	1507.3905/14/202205/20/2022	2453.83
DBCNKETELI	G.	ASDOSSI	159953231N	171.77	1507.3905/14/202205/20/2022	2453.83
DCDTHIF	M.	AGEH	791948418N	3.07	3.0705/14/202205/20/2022	2453.84
DCDTLIKILAB	G.	ANLO	352045048N	4.85	4.8505/14/202205/20/2022	3877.92
DBCNBERA	E.	ANNO	601611797N	132.76	1165.0605/14/202205/20/2022	1896.57
DCDTCAKIFINI	S.	BECC	733876648N	4.67	4.6705/14/202205/20/2022	3734.72
DBCNEGAS	I.	CONBID	202769796N	319.00	1507.3905/14/202205/20/2022	2453.83
DBCNLIG	E.	DIMME	812133353N	246.55	1165.0605/14/202205/20/2022	1896.57
DBCNISIPE	I.	EMOPT	072181715N	319.00	1507.3905/14/202205/20/2022	2453.83
DBCNBAD	T.	FEDPE	291093050N	373.45	1764.7105/14/202205/20/2022	2872.72
DBCNSAC	N.	DOLR	118783615N	281.53	2470.6205/14/202205/20/2022	4021.85
DCDTKES	N.	FOTAP	876722897N	5.86	5.8605/14/202205/20/2022	4688.32
DBCNDEPIHAN	F.	GABPIMB	179998711N	281.52	2470.5705/14/202205/20/2022	4021.76
DBCNRAKA	I.	GAMIP	363695741N	319.00	1507.3905/14/202205/20/2022	2453.83
DBCNNAPAM	B.	GONNEF	764620386N	373.45	1764.7105/14/202205/20/2022	2872.72
DBCNMIHESEK	O.	GOSG	789962554N	201.09	1764.7105/14/202205/20/2022	2872.72
DCDTPALA	H.	HASCA	422385145N	2.42	2.4205/14/202205/20/2022	1936.00
ALTNGELER	I.	HOGRO	956156072N		1553.2005/14/202205/20/2022	3734.55
EEALKEPER	H.	ILMATC	714558147N		1413.6705/14/202205/20/2022	2872.73
ALTNKALATIF	T.	IMILCI	248677943N		1194.8005/14/202205/20/2022	2872.81
DBCNENI	L.	IRNOSEF	516887902N	201.09	1764.7105/14/202205/20/2022	2872.72

Social Security Withheld Indicator
(Y/N/Blank)