

This is a comma-delimited ASCII export specification. You must have a comma on any blank field. We HIGHLY recommend using quotes (“”) in any field containing text that may have a comma (such as ID, NAME, PROPSTREET, PROPCITY, PROPSTATE).

Note: Fields noted are the maximum lengths permitted for import. Exported fields can have more or fewer characters. However, the length shown is the maximum number of characters the import will accept for the selected fields. All characters above the maximum will be cut-off. For example, the field ID could accept a 5-character or 7-character number with a comma at the end of the field. However, an 8 character ID will be truncated to 7. The ID or NAME field must contain valid data for the file to import properly.

Header Record: A header record describing the file contents is optional. CRA RELIEF will review the first row for alpha characters in numeric fields. If they exist, CRA RELIEF will treat the first row as a header row and ignore it. If not, the first row will be imported as a valid record.

Please contact our customer support department toll free at (800) 575-4632 x205 if you require any assistance.

FIELD NAME	SIZE	TYPE	DESCRIPTION	E
RCRDTYPE*	1	N	Type of Record 1 – Branch Office 2 - ATM (Automated Teller Machine) 3 – LPO (Loan Production Office) If this field is not provided, the import will attempt to determine based on the supplied fields. If no determination, it will be imported as a Branch Office record.	A
ID*	7	C	Branch/ATM/LPO Code Note: An ID or NAME is required for the file to import.	B
NAME*	25	C	Branch/ATM/LPO Name Note: An ID or NAME is required for the file to import.	C
SRVCTYPE*	1	N	Service Type Branch Office 1 – Full Service 2 – Limited Service 3 – Mobile 4 – Check Cashing 5 – In-store 6 – Drop Box ATM (Automated Teller Machine) 1 – Deposit Taking 2 – Cash Dispense Only LPO (Loan Production Office) 1 – Retail 2 – Wholesale 3 – Wholesale/Retail 4 – Correspondent Only number codes will be imported. The program will not import name descriptions.	D
PROPSTREET*	35	C	Property Street Address (“123 N. Main Street, Suite 100”)	E
PROPCITY*	20	C	Property City	F
PROPSTATE*	2	C	Property State	G
PROPZIP*	10	C	Property Zip (xxxxx-xxxx, xxxxx, xxxxxxxxx)	H

FIELD NAME	SIZE	TYPE	DESCRIPTION	E
MACODE	5	C	Metropolitan Area Code Note: 5 digit CBSA codes are effective 1/1/2004. Until then, 4 digit MA (formerly called MSA) codes are acceptable.	I
STCODE	2	C	State Code – 00 This is a numeric code not the state abbreviation.	J
CNTYCODE	3	C	County Code - 000	K
CENSUSTRCT	7	C	Census Tract Number 0000.00	L
QUESTSOFT PROVIDED FIELDS – These fields are provided upon export from QuestSoft products only.				
TRACTMIN	6	N	Census Tract Median Income	M
INCLVL	1	C	Income Level (use current information already in Dbase) 0 – Not Reported or N/A 1 – Low 2 – Moderate 3 – Middle 4 – Upper This field is automatically calculated in QuestSoft compliance products based on the census tract combination.	N
GCMETH	4	C	Geocode Method A(Score) = Instant Geocoder Automated Match (A100, A085, etc). M(Score) = Instant Geocoder Manual Match (M085, M015, etc) MAN = Manually entered into QS product I = Imported OEM = Outsourced Exact Match O4 = Outsourced and matched to Zip+4 centroid O2 = Outsourced and matched to Zip+2 centroid OZ = Outsourced and matched to Zip Code Centroid ODM = Outsourced and matched to Digital Map Lookup FA = QS Flood Services – Automated Determination FM = QS Flood Services – Manual Determination Provide by QS – do not adjust or supply	O