

Data Questionnaire

Please fill out the following information to assist the Settlement Administrator in processing your organization's data.

Name of organization providing data.	
Address of organization providing data.	
Organization contact for questions about data: Name and Title	
Organization contact for questions about data: Telephone number	
Organization contact for questions about data: Email	
Any software and/or programming language (e.g., Python) by which data is being produced, and any other information necessary for the Settlement Administrator to access your data file(s) (e.g., encryption passwords).	
For each distinct data file, the respective file name and the number of rows in each respective file.	
For all data file(s) together, the sum total number of all rows of data produced (i.e., control totals for the Settlement Administrator to validate all rows of all files have been received).	
The name(s) of each document provided. Documents should include: field mapping, code label sets, metadata and pricing documentation, as well as information needed by the Settlement Administrator to upload, process, analyze and understand the data file(s) provided by your organization.	

Date: _____

Print Name: _____

Location: _____

Position: _____