

Export/Import File Layout: Current Season Tax Roll

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DETAILS

- Five files are exported: Values.txt; Names.txt; Adjust.txt; Legals.txt; Taxes.txt. These should be the same files that will be imported into the other Tax database.
- Each record is delimited by a carriage return (x'0D') and line feed (x'0A)
- This is a fixed-field export. Fields are continuous, with no delimiters.
- Regarding numeric fields: the figure to the left of the decimal is the total character count, including the decimal and the figures to the right of it. For example, when you see a "Size" of 12.2, the field contents will show 9 figures to the left of the decimal, 2 figures to the right.

Values.txt

- 1174 bytes/record, including CR/LF
- 1st byte is position "1"
- One record per parcel
- A header record precedes the data set

Field Name	Start	Size (decimals)	Comment
Platform	1	3	WIN or NET
Tax Season	4	1	S; W; V
Parcel Number	5	25	LJ
School Code	30	5	LJ
Property Class	35	5	LJ
Building on Leased Land for internal use	40 41	1 2	Y or N
Initial Taxable Value	43	10	RJ
Was Taxable Value Adjusted?	53	1	Y or N
Adjusted Taxable Value	54	10	RJ
Adjustment Reason (Taxable)	64	15	LJ
Adjustment Date (Taxable)	79	10	MM/DD/YYYY
Adjustment Docket Number (Taxable)	89	9	LJ
Adjustment Other Info (Taxable)	98	15	LJ
Initial Assessed Value	113	10	RJ
Was Assessment Value Adjusted?	123	1	Y or N
Adjusted Assessed Value	124	10	RJ
Adjustment Reason (Assmt)	134	15	LJ
Adjustment Date (Assmt)	149	10	MM/DD/YYYY
Adjustment Docket Number (Assmt)	159	9	LJ
Adjustment Other Info (Assmt)	168	15	LJ

SEV	183	10	RJ
Capped Value	193	10	RJ
Initial PRE/MBT Percent	203	8.4	RJ
Was PRE/MBT Adjusted?	211	1	Y or N
Adjusted PRE/MBT Percent	212	8.4	RJ
Adjusted PRE/MBT Reason	220	15	LJ
Adjusted PRE/MBT Date	235	10	MM/DD/YYYY
Adjusted PRE/MBT Info	245	15	LJ
Manual Adjustment?	260	1	Y or N
Manual Adjustment Reason	261	10	LJ (free form)
CFT/IFT Parcel	271	5	LJ (See Note 1)
DDA/TIFA 1	276	20	LJ (name of)
Base Value 1	296	10	RJ
Captured Value 1	306	10	RJ
DDA Type 1	316	2	
DDA/TIFA 2	318	20	LJ (name of)
Base Value 2	338	10	RJ
Captured Value 2	348	10	RJ
DDA Type 2	358	2	
DDA/TIFA 3	360	20	LJ (name of)
Base Value 3	380	10	RJ
Captured Value 3	390	10	RJ
DDA Type 3	400	2	
DDA Reference Only	402	1	Y or N (See Note 2)
Commercial Forest Acres	403	10.2	RJ
Property Status	413	1	A=Active; I=Inactive; S=Split
Deferment	414	1	Y or N
Number of Acres	415	10.2	RJ
Liber/Page	425	11	
for internal use	436	72	
Map Number	508	25	
PRE/MBT (Type/Flag)	533	1	LJ (See Note 3)
for internal use	534	12	
School District Description	546	30	
Class Code Description	576	30	
Make Ad Valorem Flag	606	1	
Was School Adjusted?	607	1	Y or N
Adjusted School Value	608	5	LJ
Adjustment Reason (School)	613	15	LJ
Adjustment Date (School)	628	10	MM/DD/YYYY
Adjustment Docket Number (School)	638	9	LJ
Adjustment Other Info (School)	647	15	LJ
Adjusted School Description	662	30	LJ

Was Prop Class Adjusted?	692	1	Y or N
Adj Prop Class Value	693	5	LJ
Adj Reason (Prop Class)	698	15	LJ
Adj Date (Prop Class)	713	10	MM/DD/YYYY
Adj Docket Number (Prop Class)	723	9	LJ
Adj Other Info (Prop Class)	732	15	LJ
Adj Prop Class Description	747	30	LJ
Adj Prop Class Bldg on Leased Land?	777	1	Y or N
Adj Prop Class Number	778	2	RJ
DDA/TIFA 4	780	20	LJ (name of)
Base Value 4	800	10	RJ
Captured Value 4	810	10	RJ
DDA Type 4	820	2	
DDA 4 Percent in District	822	3	RJ
DDA/TIFA 5	825	20	LJ (name of)
Base Value 5	845	10	RJ
Captured Value 5	855	10	RJ
DDA Type 5	865	2	
DDA 5 Percent in District	867	3	RJ
Was Classification Adjusted?	870	1	Y or N
Adj Classification Value	871	5	LJ
Adj Reason (Classification)	876	10	LJ
Adj Date (Classification)	886	10	MM/DD/YYYY
Adj Docket Number (Classification)	896	9	LJ
Adj Other Info (Classification)	905	15	LJ
Initial Recission Foreclosure	920	1	Y or N
Date Initial Recission Foreclosure Filed	921	10	MM/DD/YYYY
Was Recission Forc. Adjusted?	931	1	Y or N
Adj Recission Foreclosure	932	1	Y or N
Adj Reason (Resc. Forc.)	933	15	LJ
Adj Date (Resc. Forc.)	948	10	MM/DD/YYYY
Adj Docket Number (Resc. Forc.)	958	9	LJ
Adj Other Info (Resc. Forc.)	967	15	LJ
Winter Taxes on Summer Bill Flag	982	1	Y or N
Prior Year Delinquent Flag	983	1	Y or N
Turbine/Non-MBT Flag	984	1	Y or N
PA 277 Flag	985	1	
PA 494 Taxable Value	986	10	
Poverty Granted	996	1	
open for growth	997	85	
carriage return	1082	1	
line feed	1083	1	

Note 1: CFT/IFT Parcel

If this parcel is classified as a CFT or an IFT, it will display an abbreviation describing what type. Otherwise it will be blank characters.

Note 2: DDA Reference Only

If this parcel only exists as a DDA reference, export Y. Otherwise, export N. A DDA reference parcel is a parcel that existed at the time the DDA or TIFA was created, but no longer exists. It is needed to calculate the correct captured value, but isn't really part of the tax roll.

Note 3: PRE/MBT (Flag/Type)

2 = Qualified Forest

3 = MBT Comm Pers

4 = MBT Ind Pers

Names.txt

- Names and addresses
- 894 bytes/record, including CR/LF
- 1st byte is position "1"
- A header record precedes the data set

Field Name	Start	Size (decimals)	Comment
Parcel Number	1	25	LJ
Owner's Name	26	35	LJ
Owner's Name 2 nd Line	61	35	LJ
Property Street Number	96	8.1	RJ
Property Address Direction	104	2	LJ
Property Street Name	106	25	LJ
Unit or Apartment Number	131	7	LJ
Property Street Name (complete)	138	34	LJ
Property Address City	172	25	LJ
Property Address State	197	2	LJ
Property Address Zip Code	199	10	LJ (zip+" "+4)
Owner Address Care Of	209	35	LJ
Owner Street Address	244	35	LJ
Owner City	279	25	LJ
Owner State	304	2	LJ
Owner Zip Code	306	10	LJ (zip+" "+4)
Taxpayer's Name	316	35	LJ
Taxpayer's Care Of	351	35	LJ
Taxpayer's Street Address	386	35	LJ
Taxpayer's City	421	25	LJ
Taxpayer's State	446	2	LJ
Taxpayer's Zip Code	448	10	LJ (zip+" "+4)
Tax Bill Goes To	458	9	LJ *
Change Notice Goes To	467	9	LJ **
Taxpayer is Deedholder	476	1	Y or N
Mortgage Code	477	5	LJ
Date Name/Address Changed	482	10	MM/DD/YYYY
Time Name/Address Changed	492	11	HH:MM:SS:HH ***
Owner's Country	503	35	LJ
Taxpayer's Country	538	35	LJ
open for growth	573	320	
carriage return	893	1	
line feed	894	1	

* "Owner" or "Taxpayer"

** "Owner" or "Taxpayer" or "Both"

*** Hours:Minutes:Seconds:Hundredths of Seconds

Adjust.txt

- o 827 bytes/record, including CR/LF
- o 1st byte is position "1"
- o One record per parcel
- o A header record precedes the data set

Field Name	Start	Size (decimals)	Comment
Parcel Number	1	25	LJ
Season	26	1	S; W; V
Adjustment Type	27	3	LJ
Adjustment Date	30	10	MM/DD/YYYY
Adjustment Time	40	11	HH:MM:SS:HH *
Adjusted By	51	20	
School Before Adjustment	71	5	
Prop Class Before Adjustment	76	5	
School After Adjustment	81	5	
Prop Class After Adjustment	86	5	
Taxable Before Adjustment	91	12	RJ
Taxable Adjust Flag	103	1	Y or N
Adjusted Taxable Value	104	12	RJ
Assessment Before Adjustment	116	12	RJ
Assessment Adjust Flag	128	1	Y or N
Adjusted Assessed Value	129	12	RJ
PRE/MBT Before Adjustment	141	8.4	RJ
PRE/MBT Adjust Flag	149	1	Y or N
Adjusted PRE/MBT Value	150	8.4	RJ
Manual Adjustment Flag	158	1	Y or N
The following occur 30 times (total bytes: 420); taxes after adjustment:			
Tax Amount	159	14.2	RJ
Admin Fee After Adjustment	173	14.2	RJ
Adjustment Date	187	10	MM/DD/YYYY
Adjustment Docket Number	197	9	
Adjustment Other Info	206	15	
School Adjust Flag	221	1	Y or N
Property Class Adjust Flag	222	1	Y or N
for internal use	223	10	Leave blank
Platform	233	3	WIN or NET
Classification Before Adjustment	236	5	
Classification Adjustment Flag	241	1	

<i>Adjusted Classification</i>	242	5	
Rescission Foreclosure Before Adjustment	247	1	Y or N
Rescission Foreclosure Adjust Flag	248	1	Y or N
Adjusted Rescission Foreclosure	249	1	Y or N
open for growth	250	170	
carriage return	420	1	
line feed	421	1	

* Hours:Minutes:Seconds:Hundredths of Seconds

Legals.txt

- o 82 bytes/record, including CR/LF
- o One record per parcel
- o A header record precedes the data set

Field Name	Start	Size (decimals)	Comment
<i>HEADER RECORD</i>			
Parcel Number	1	25	LJ
Number of desc records	26	3	RJ
carriage return	29	1	
line feed	30	1	
<i>DATA RECORD</i>			
Data	31	80	LJ
carriage return	111	1	
line feed	112	1	

Taxes.txt

- Contains **Control** records and **Taxes** records
- **Control** records contain basic information such as year of taxes, tax season, millage rates, admin fees, etc.
- **Taxes** records contain actual tax information per parcel

Field Name	Start	Size (decimals)	Comment
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Control Record 1: 2601 bytes/record, including CR/LF

Platform	1	3	WIN or NET
Record Type	4	10	LJ (CONTROL 01)
Tax Year	14	4	LJ
Commercial Forest Rate	18	10.2	RJ
Summer Tax Billed and Collected	28	1	Y or N
Winter Tax Billed and Collected	29	1	Y or N
open for growth	30	52	
carriage return	82	1	
line feed	83	1	

Control Records 2, 3, 4, 5, and 6: 2803 bytes/record, including CR/LF

Control records 2 – 6 contain millage rate and administration fee info for each school district. There is a separate record for each school district (if you have five school districts, you must have five records of this type; if three school districts, three records, etc.).

Platform	84	3	NET (hard-coded)
Record Type	87	10	See Note 1
School District Code	97	5	LJ
Tax Season	102	1	S; W; V

The following occur 30 times (total bytes: 2580):

<i>Taxing Authority Name (upper 8)</i>	103	8	<i>upper 8 characters of name</i>
<i>Taxing Authority Name (lower 8)</i>	111	8	<i>lower 8 characters of name</i>
<i>Complete Heading</i>	119	16	<i>all 16 characters</i>
<i>Millage Rate</i>	135	9.5	<i>RJ</i>
<i>Admin Fee Percent</i>	144	5.2	<i>RJ</i>
<i>PRE/MBT Options</i>	149	2	<i>See Note 2</i>
<i>Taxing Authority Type</i>	151	2	<i>See Note 3</i>
<i>School Type</i>	153	2	
<i>Property Type</i>	155	1	<i>A (all); R (real); P (personal)</i>
<i>Optional Code</i>	156	10	
<i>Optional Sub-Code</i>	166	5	
<i>IND Personal Exemption Mills</i>	171	9.5	<i>RJ</i>
<i>COM Personal Exemption Mills</i>	180	9.5	<i>RJ</i>
carriage return	189	1	
line feed	190	1	

Taxes Record 1: 2601 bytes/record, including CR/LF

Contains information on taxes for each parcel.

Platform	191	3	NET (hard coded)
Record Type	194	10	LJ (TAXES)
Parcel Number	204	25	LJ
Tax Season	229	1	S; W; V
Have Taxes Been Adjusted?	230	1	Y or N
Tax Bill Number	231	6	LJ
School District Code	237	5	LJ

The following occur 30 times (total bytes: 1080):

<i>Initial Tax Amount</i>	242	12.2	RJ
<i>Adjusted Tax Amount</i>	254	12.2	RJ
<i>Paid Tax Amount</i>	266	12.2	RJ

The following occur 10 times (total bytes: 930); special assessment taxes only:

<i>Special Name (upper 8)</i>	278	8	<i>upper 8 characters of name</i>
<i>Special Name (lower 8)</i>	286	8	<i>lower 8 characters of name</i>
<i>Complete Heading</i>	294	16	<i>all 16 characters</i>
<i>Special Assessment Code</i>	310	6	LJ
<i>Initial Special Assessment Amount</i>	318	12.2	RJ
<i>Has Special Been Adjusted?</i>	328	1	Y or N
<i>Adjusted Special Amount</i>	329	12.2	RJ
<i>Millage (for mils-based specials)</i>	341	12.6	RJ
<i>Millage Based On</i>	353	1	<i>0=SEV; 1=Taxable Value</i>
<i>Admin Fee Percent</i>	354	12.2	RJ
<i>Charge Interest</i>	366	1	<i>I (if charged)</i>
<i>Include on Delq Roll</i>	367	1	Y or N
<i>Include Special Assessment Number</i>	368	1	Y or N
<i>Special Assessment Number</i>	369	2	RJ

Initial Admin Fee Amount	371	12.2	RJ
Adjusted Admin Fee Amount	383	12.2	RJ
Paid Admin Fee Amount	395	12.2	RJ
Interest Left to Pay	407	12.2	RJ
Penalty Left to Pay	419	12.2	RJ
open for growth	431	492	
carriage return	923	1	
line feed	924	1	

Note 1: Control Record Types

- 2 = Ad Valorem taxes
- 3 = Pre-1994 records
- 4 = Post-1994 records
- 5 = Enterprise Zone records
- 6 = Renaissance Zone records

Note 2: PRE/MBT Options

- 00 = Bill all parcels for taxing authority
- 01 = Bill ONLY PRE/MBT parcels for taxing authority
- 02 = Bill ONLY non-PRE/MBT parcels for taxing authority
- 03 = Bill ONLY DDA parcels for taxing authority (important for extra-millage DDA taxes)

Note 3: Taxing Authority Types

- 01 = State education tax
- 02 = School operating
- 03 = School debt
- 04 = Local enhancement
- 05 = School supplemental
- 06 = County tax
- 07 = City, Village, or Township tax
- 08 = College tax
- 09 = ISD tax
- 10 = Library tax