

Import File Layout: Special Assessments/Drains From Another Equalizer Tax System

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

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DETAILS

- One file is created for the export: Specials.txt. This should be the same file that will be imported into the other Tax database.
- 2006 bytes/record, including CR/LF
- 1st byte is position "1"
- One record per parcel
- A header record precedes the data set
- 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.

Field Name	Start	Size (decimals)	Comment
Platform	1	3	WIN or NET
Property Number	4	25	LJ *
Season	29	1	S; W; V
Heading	30	16	LJ
Upper 8 of Heading	46	8	not used
Lower 8 of Heading	54	8	not used
Special Assessment/Drain Code	62	6	LJ
Initial Special Assessment Amount	68	12.2	RJ
Has It Been Adjusted?	80	1	Y or N
Adjusted Special Assessment Amount	81	12.2	RJ
Millage Rate	93	12.2	RJ
Millage Based On	105	1	LJ **
Admin Fee Percent	106	12.2	RJ
Specials Charge Interest?	118	1	LJ ***
carriage return	119	1	
line feed	120	1	

* The Property Number includes formatting (dashes or spaces)

** Millage-based special assessments are based on either SEV or Taxable Value. SEV = 0; TV = 1

*** If this special assessment district charges interest, field is 1. If not, field is blank.