

## Export Layout for Current Season Tax Roll

Last updated: 02/16/2017

### General Information

- ~ Five files are exported: Values File; Names/Addresses File; Adjustments File; Legal Description File; Taxes File.
- ~ When decimal points are asked for, they are not implied (i.e., a field length of 12.2 should be a total of 12 bytes long including the decimal point).
- ~ Each record is delimited by a carriage return (x'0D') and line feed (x'0A').
- ~ All records are fixed record length and fixed field length. Data fields in the files do not have delimiters between each field; the data should be continuous in each record.

### Values File

Total record length is 1174 bytes, including CR/LF. A Header record precedes the data set. Only one record per parcel.

Field Name	Size (decimals)	Comment
Platform	3	WIN or NET
Tax Season	1	Y or N
Parcel Number	25	L J
School Code	5	L J
Property Class	5	L J
Building on Leased Land for internal use	1 2	L J (Y=yes; N=no)
Initial Taxable Value	10	R J (no decimals)
Was Taxable Value Adjusted?	1	Y or N
Adjusted Taxable Value	10	R J (no decimals)
Adjustment Reason (Taxable)	15	L J
Adjustment Date (Taxable)	10	MM/DD/YYYY
Adjustment Docket Number (Taxable)	9	L J
Adjustment Other Info (Taxable)	15	L J
Initial Assessed Value	10	R J (no decimals)
Was Assessment Value Adjusted?	1	Y or N
Adjusted Assessed Value	10	R J (no decimals)
Adjustment Reason (Assmt)	15	L J
Adjustment Date (Assmt)	10	MM/DD/YYYY
Adjustment Docket Number (Assmt)	9	L J
Adjustment Other Info (Assmt)	15	L J
SEV	10	R J (no decimals)
Capped Value	10	R J (no decimals)
Initial PRE/MBT Percent	8.4	(i.e., 100.0000)
Was PRE/MBT Adjusted?	1	Y or N
Adjusted PRE/MBT Percent	8.4	(i.e., 100.0000)
Adjusted PRE/MBT Reason	15	L J
Adjusted PRE/MBT Date	10	MM/DD/YYYY
Adjusted PRE/MBT Info	15	L J
Manual Adjustment?	1	Y or N
Manual Adjustment Reason	10	free form

CFT/IFT Parcel	5	L J (options, see Note 1)
DDA/TIFA 1	20	L J (name of DDA/TIFA 1)
Base Value 1	10	R J (no decimals)
Captured Value 1	10	R J (no decimals)
DDA Type 1	2	
DDA/TIFA 2	20	L J (name of DDA/TIFA 2)
Base Value 2	10	R J (no decimals)
Captured Value 2	10	R J (no decimals)
DDA Type 2	2	
DDA/TIFA 3	20	L J (name of DDA/TIFA 3)
Base Value 3	10	R J (no decimals)
Captured Value 3	10	R J (no decimals)
DDA Type 3	2	
DDA Reference Only	1	Y or N (see Note 2)
Commercial Forest Acres	10.2	R J (2 decimals)
Property Status	1	A=Active; I=Inactive; S=Split
Deferment	1	Y or N
Number of Acres	10.2	R J (2 decimals)
Liber/Page	11	
for internal use	72	leave blank
Map Number	25	
PRE/MBT Type	1	1: Qualified Ag 2: Qualified Forest 3: MBT Comm Pers 4: MBT Ind Pers
for internal use	12	
DNR Flag	1	
School District Description	30	
Class Code Description	30	added September 2007
Make Ad Valorem Flag	1	
Was School Adjusted?	1	Y or N
Adjusted School Value	5	L J
Adjustment Reason (School)	15	L J
Adjustment Date (School)	10	MM/DD/YYYY
Adjustment Docket Number (School)	9	L J
Adjustment Other Info (School)	15	L J
Adjusted School Description	30	L J
Was Prop. Class Adjusted?	1	Y or N
Adjusted Prop. Class Value	5	L J
Adjustment Reason (Prop. Class)	15	L J
Adjustment Date (Prop. Class)	10	MM/DD/YYYY
Adjustment Docket Number (Prop. Class)	9	L J
Adjustment Other Info (Prop. Class)	15	L J
Adjusted Prop. Class Description	30	L J
Adjusted Prop. Class Building on Leased Land?	1	Y or N
Adjusted Prop. Class Number	2	R J
DDA/TIFA 4	20	L J (name of DDA/TIFA 4)
Base Value 4	10	R J (no decimals)
Captured Value 4	10	R J (no decimals)
DDA Type 4	2	
DDA 4 Percent in District	3	R J

DDA/TIFA 5	20	L J (name of DDA/TIFA 5)
Base Value 5	10	R J (no decimals)
Captured Value 5	10	R J (no decimals)
DDA Type 5	2	
DDA 5 Percent in District	3	R J
Was Classification Adjusted?	1	Y or N
Adjusted Classification Value	5	L J
Adjustment Reason (Classification)	10	L J
Adjustment Date (Classification)	10	MM/DD/YYYY
Adjustment Docket Number (Classification)	9	L J
Adjustment Other Info (Classification)	15	L J
Initial Rescission Foreclosure	1	Y or N
Date Initial Rescission Foreclosure Filed	10	MM/DD/YYYY
Was Rescission Foreclosure Adjusted?	1	Y or N
Adjusted Rescission Foreclosure	1	Y or N
Adjustment Reason (Resc. Forc.)	15	L J
Adjustment Date (Resc. Forc.)	10	MM/DD/YYYY
Adjustment Docket Number (Resc. Forc.)	9	L J
Adjustment Other Info (Resc. Forc.)	15	L J
Winter Taxes on Summer Bill Flag	1	Y or N
Prior Year Delinquent Flag	1	Y or N
Turbine/Non-MBT Flag	1	Y or N
PA 277 Flag	1	
PA 494 Taxable Value	10	
Poverty Granted	1	
open for growth	85	
carriage return	1	
line feed	1	

\* 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.

## Names/Addresses File

Total record length is 894 bytes, including CR/LF. A Header record precedes the data set. Only one record per parcel.

Field Name	Size (decimals)	Comment
Parcel Number	25	L J
Owner's Name	35	L J
Owner's Name (2 <sup>nd</sup> Line)	35	L J
Property Street Number	8.1	R J (one decimal)
Property Address Direction	2	L J
Property Street Name	25	L J
Unit or Apt Number	7	L J
Property Street Name (complete)	34	L J
Property Address City	25	L J
Property Address State	2	L J
Property Address Zip Code	10	L J (zip+ " " +4)
Owner Address Care Of	35	L J
Owner Street Address	35	L J
Owner City	25	L J
Owner State	2	L J
Owner Zip Code	10	L J (zip+ " " +4)
Taxpayer's Name	35	L J
Taxpayer's Care Of	35	L J
Taxpayer's Street Address	35	L J
Taxpayer's City	25	L J
Taxpayer's State	2	L J
Taxpayer's Zip Code	10	L J (zip+ " " +4)
Tax Bill Goes To	9	L J *
Change Notice Goes To	9	L J **
Taxpayer is Deedholder	1	Y or N
Mortgage Code	5	L J
Date Name/Address Changed	10	MM/DD/YYYY
Time Name/Address Changed	11	HH:MM:SS:HH ***
OwnerCountry	35	L J
TaxpayCountry	35	L J
Delivery Point Code	2	L J
Correction Code (check digit)	1	L J
Carrier Route Code	4	L J
open for growth	313	
carriage return	1	
line feed	1	

\* "Owner" or "Taxpayer"

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

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

**Adjustments File**

Total record length is 827 bytes, including CR/LF. A Header record precedes the data set. Only one record per parcel.

<b>Field Name</b>	<b>Size</b> (decimals)	<b>Comment</b>
Parcel Number	25	L J
Season	1	S or W or V
Adjustment Type	3	L J
for internal use	61	L J
Taxable Before Adjustment	12	R J
Taxable Adjust Flag	1	Y or N
Adjusted Taxable Value	12	R J
Assessment Before Adjustment	12	R J
Assessment Adjust Flag	1	Y or N
Adjusted Assessed Value	12	R J
PRE/MBT Before Adjustment	8.4	R J
PRE/MBT Adjust Flag	1	Y or N
Adjusted PRE/MBT Value	8.4	R J
Manual Adjustment Flag	1	Y or N
<b>The following occurs 30 times (total bytes: 420); taxes after adjustment:</b>		
Tax Amount	14.2	(i.e., 0000000000380.23)
Admin Fee After Adjustment	14.2	
Adjustment Date	10	MM/DD/YYYY
Adjustment Docket Number	9	
Adjustment Other Info	15	
School Adjust Flag	1	Y or N
Property Class Adjust Flag	1	Y or N
for internal use	10	leave blank
Platform	3	WIN or NET
Classification Before Adjustment	5	
Classification Adjustment Flag	1	
Adjusted Classification	5	
Rescission Foreclosure Before Adjustment	1	Y or N
Rescission Foreclosure Adjust Flag	1	Y or N
Adjusted Rescission Foreclosure	1	Y or N
open for growth	181	
carriage return	1	
line feed	1	

**Legal Description File**

Total record length is 82 bytes, including CR/LF. A Header record precedes the data set. 1-99 records per parcel.

<b>Field Name</b>	<b>Size</b> (decimals)	<b>Comment</b>
HEADER RECORD:		
Parcel Number	25	L J
Number of Desc Records	3	L J
open for growth	52	
carriage return	1	
line feed	1	
DATA RECORD:		
Data	80	L J
carriage return	1	
line feed	1	

## Taxes File

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 the actual tax information per parcel.

Field Name	Size (decimals)	Comment
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### Control Record 1: Total record length is 2601 bytes, including CR/LF

Platform	3	WIN or NET
Record Type	10	L J (should be CONTROL 01)
Tax Year	4	L J
Commercial Forest Rate	10.2	
Summer Tax Billed and Collected	1	Y or N
Winter Tax Billed and Collected	1	Y or N
open for growth	2570	
carriage return	1	
line feed	1	

### Control Records 2, 3, 4, 5, and 6: Total record length is 2601 bytes, 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	3	WIN or NET
Record Type	10	See Note 1
School District Code	5	L J
Tax Season	1	S or W or V

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

Taxing Authority Name (upper 8)	8	upper 8 characters of name
Taxing Authority Name (lower 8)	8	lower 8 characters of name
Complete Heading	16	all 16 characters
Millage Rate	9.5	9 total (i.e., 000023.17)
Admin Fee Percent	5.2	5 total (i.e., 01.00)
PRE/MBT Options	2	See Note 2
Taxing Authority Type	2	See Note 3
School Type	2	
Property Type	1	A (all); R (real); P (personal)
Optional Code	10	
Optional Sub-Code	5	
IND Personal Exemption Mills	9.5	
COM Personal Exemption Mills	9.5	
carriage return	1	
line feed	1	

**Taxes record: Total record length is 2601 bytes, including CR/LF**

*The taxes record contains information on taxes for each parcel.*

Platform	3	WIN or NET
Record Type	10	L J (should be TAXES)
Parcel Number	25	L J
Tax Season	1	S or W or V
Have Taxes Been Adjusted?	1	Y or N
Tax Bill Number	6	L J
School District Code	5	L J

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

Initial Tax Amount	12.2	(i.e., 000000380.23)
Adjusted Tax Amount	12.2	" "
Paid Tax Amount	12.2	" "

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

Special Name (upper 8)	8	upper 8 characters of name
Special Name (lower 8)	8	lower 8 characters of name
Complete Heading	16	all 16 characters
Special Assessment Code	6	L J
Initial Special Assessment Amount	12.2	(i.e., 000000380.23)
Has Special Been Adjusted?	1	Y or N
Adjusted Special Amount	12.2	(i.e., 000000380.23)
Millage (for mils-based specials)	12.6	R J
Millage Based On	1	0=SEV; 1=Taxable Value
Admin Fee Percent	12.2	R J
Charge Interest	1	1 if charged
Include on Delq Roll	1	Y or N
Include Special Assessment Number	1	Y or N
Special Assessment Number	2	R J
Initial Admin Fee Amount	12.2	(i.e., 000000045.23)
Adjusted Admin Fee Amount	12.2	" "
Paid Admin Fee Amount	12.2	" "
Interest Left to Pay	12.2	" "
open for growth	492	
carriage return	1	
line feed	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