

Export Layout for Complete Tax Roll

Last updated: 06/02/2017

General Information

- ~ Six files are exported: Values File; Names/Addresses File; Adjustments File; Legal Description File; Taxes File; Payments 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 1707 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
Parcel Number	25	L J
Tax Unit Identifier	5	L J
Govt Unit Identifier	5	L J
School Code	5	L J
School Description	30	L J
Property Class	5	L J
Building on Leased Land	1	L J (Y=yes; N=no)
Property Type	1	L J (R=real; P=personal)
Class Description	30	L J
Parcel Created Due to Split/Combine	1	Y/N
This Parcel Split/Combined	1	Y/N
Split Date	10	MM/DD/YYYY
Parent Parcels	60	L J
Initial Taxable Value	10	R J (no decimals)
Summer Was Taxable Value Adjusted?	1	Y or N
Summer Adjusted Taxable Value	10	R J (no decimals)
Summer Adjustment Reason (Taxable)	15	L J
Summer Adjustment Date (Taxable)	10	MM/DD/YYYY
Summer Adjustment Docket Number (Taxable)	9	L J
Summer Adjustment Other Info (Taxable)	15	L J
Winter Was Taxable Value Adjusted?	1	Y or N
Winter Adjusted Taxable Value	10	R J (no decimals)
Winter Adjustment Reason (Taxable)	15	L J
Winter Adjustment Date (Taxable)	10	MM/DD/YYYY
Winter Adjustment Docket Number (Taxable)	9	L J
Winter Adjustment Other Info (Taxable)	15	L J
Initial Assessed Value	10	R J (no decimals)
Summer Was Assessment Value Adjusted?	1	Y or N
Summer Adjusted Assessed Value	10	R J (no decimals)
Summer Adjustment Reason (Assmt)	15	L J
Summer Adjustment Date (Assmt)	10	MM/DD/YYYY
Summer Adjustment Docket Number (Assmt)	9	L J

Summer Adjustment Other Info (Assmt)	15	L J
Winter Was Assessment Value Adjusted?	1	Y or N
Winter Adjusted Assessed Value	10	R J (no decimals)
Winter Adjustment Reason (Assmt)	15	L J
Winter Adjustment Date (Assmt)	10	MM/DD/YYYY
Winter Adjustment Docket Number (Assmt)	9	L J
Winter 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)
Summer Was PRE/MBT Adjusted?	1	Y or N
Summer Adjusted PRE/MBT Percent	8.4	(i.e., 100.0000)
Summer Adjusted PRE/MBT Reason	15	L J
Summer Adjusted PRE/MBT Date	10	MM/DD/YYYY
Summer Adjusted PRE/MBT Info	15	L J
Winter Was PRE/MBT Adjusted?	1	Y or N
Winter Adjusted PRE/MBT Percent	8.4	(i.e., 100.0000)
Winter Adjusted PRE/MBT Reason	15	L J
Winter Adjusted PRE/MBT Date	10	MM/DD/YYYY
Winter Adjusted PRE/MBT Info	15	L J
Sum Manual Adjustment?	1	Y or N
Sum Manual Adjustment Reason	10	free form
Win Manual Adjustment?	1	Y or N
Win 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
Summer Deferment	1	Y or N
Winter Deferment	1	Y or N
Number of Acres	10.2	R J (2 decimals)
Liber/Page	11	
Sum Don't charge Interest/Penalty	1	Y/N
Sum Override Interest	12,2	R J
Sum Override Penalty	12,2	R J
Win Don't Charge Interest/Penalty	1	Y/N
Win Override Interest	12,2	R J
Win Override Penalty	12,2	R J
Map Number	25	
IFT Certificate	10	L J
Sum Override State Tax Mill	1	Y or N

Sum Override State Tax Mills	12.6	R J
Win Override State Tax Mill	1	Y or N
Win Override State Tax Mills	12.6	R J
Sum Don't Charge Admin Fee	1	Y or N
Win Don't Charge Admin Fee	1	Y or N
PRE/MBT Flag	1	*can be 0-B, corresponds to list on edit parcel screen
Billing Code	5	L J
Ren Zone Number	2	
Ren Zone Comply	1	Y/N
Recycle Units	4	R J
Sum Defer Int/Pen Date	10	MM/DD/YYYY
Sum Defer Int/Pen Days	3	R J
Sum Defer Int/Pen Amount	12,2	R J
Win Defer Int/Pen Date	10	MM/DD/YYYY
Win Defer Int/Pen Days	3	R J
Win Defer Int/Pen Amount	12,2	R J
DNR Parcel	1	Y/N
Oakland County Installments	1	Y/N
Treat Land Bank Ad Valorem	1	Y/N
CFR Type	1	
Taxable Status	1	0 or 1
DDA 1 Percent in District	3	R J
DDA 2 Percent in District	3	R J
DDA 3 Percent in District	3	R J
Section	3	L J
Town	3	L J
Range	3	L J
for internal use	67	leave blank
Summer Was School Adjusted?	1	Y or N
Summer Adjusted School Value	5	L J
Summer Adjustment Reason (School)	15	L J
Summer Adjustment Date (School)	10	MM/DD/YYYY
Summer Adjustment Docket Number (School)	9	L J
Summer Adjustment Other Info (School)	15	L J
Summer Adjusted School Description	30	L J
Winter Was School Adjusted?	1	Y or N
Winter Adjusted School Value	5	L J
Winter Adjustment Reason (School)	15	L J
Winter Adjustment Date (School)	10	MM/DD/YYYY
Winter Adjustment Docket Number (School)	9	L J
Winter Adjustment Other Info (School)	15	L J
Winter Adjusted School Description	30	L J
Summer Was Prop. Class Adjusted?	1	Y or N
Summer Adjusted Prop. Class Value	5	L J
Summer Adjustment Reason (Prop. Class)	15	L J
Summer Adjustment Date (Prop. Class)	10	MM/DD/YYYY
Summer Adjustment Docket Number (Prop. Class)	9	L J
Summer Adjustment Other Info (Prop. Class)	15	L J
Summer Adjusted Prop. Class Description	30	L J
Summer Adjusted Prop. Class Building on Leased Land?	1	Y or N
Summer Adjusted Prop. Class Number	2	R J
Winter Was Prop. Class Adjusted?	1	Y or N
Winter Adjusted Prop. Class Value	5	L J
Winter Adjustment Reason (Prop. Class)	15	L J
Winter Adjustment Date (Prop. Class)	10	MM/DD/YYYY
Winter Adjustment Docket Number (Prop. Class)	9	L J
Winter Adjustment Other Info (Prop. Class)	15	L J
Winter Adjusted Prop. Class Description	30	L J
Winter Adjusted Prop. Class Building on Leased Land?	1	Y or N
Winter 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
Summer Was Classification Adjusted?	1	Y or N
Summer Adjusted Classification Value	5	L J
Summer Adjustment Reason (Classification)	10	L J
Summer Adjustment Date (Classification)	10	MM/DD/YYYY
Summer Adjustment Docket Number (Classification)	9	L J
Summer Adjustment Other Info (Classification)	15	L J
Winter Was Classification Adjusted?	1	Y or N
Winter Adjusted Classification Value	5	L J
Winter Adjustment Reason (Classification)	10	L J
Winter Adjustment Date (Classification)	10	MM/DD/YYYY
Winter Adjustment Docket Number (Classification)	9	L J
Winter Adjustment Other Info (Classification)	15	L J
Initial Rescission Foreclosure	1	Y or N
Date Initial Rescission Foreclosure Filed	10	MM/DD/YYYY
Summer Was Rescission Foreclosure Adjusted?	1	Y or N
Summer Adjusted Rescission Foreclosure	1	Y or N
Summer Adjustment Reason (Resc. Forc.)	15	L J
Summer Adjustment Date (Resc. Forc.)	10	MM/DD/YYYY
Summer Adjustment Docket Number (Resc. Forc.)	9	L J
Summer Adjustment Other Info (Resc. Forc.)	15	L J
Winter Was Rescission Foreclosure Adjusted?	1	Y or N
Winter Adjusted Rescission Foreclosure	1	Y or N
Winter Adjustment Reason (Resc. Forc.)	15	L J
Winter Adjustment Date (Resc. Forc.)	10	MM/DD/YYYY
Winter Adjustment Docket Number (Resc. Forc.)	9	L J
Winter 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. 1-99 records per parcel.

Field Name	Size (decimals)	Comment
Parcel Number	25	L J
Owner's Name	35	L J
Owner's Name (2 nd 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
open for growth	320	
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.

Field Name	Size (decimals)	Comment
Parcel Number	25	L J
Season	1	S or W or V
Adjustment Type	3	L J
Adjustment Date	10	mm/dd/yyyy
Adjustment Time	11	hh:mm:ss:ms
Adjusted By	20	
School Before Adj	5	
Prop Class Before Adj	5	
School After Adj	5	
Prop Class After Adj	5	
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
The following occurs 30 times (total bytes: 420); taxes after adjustment:		
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	171	
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. Only one record per parcel.

Field Name	Size (decimals)	Comment
HEADER RECORD:		
Parcel Number	25	L J
Number of Desc Records	55	R J
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 2113 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	52	
carriage return	1	
line feed	1	

Control Records 2, 3, 4, 5, and 6: Total record length is 2803 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	NET –hard coded
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 2 (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	
Empty Space	202	
carriage return	1	
line feed	1	

Taxes record: Total record length is 2111 bytes, including CR/LF

The taxes record contains information on taxes for each parcel.

Platform	3	NET – hard coded
Record Type	10	L J (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 2 (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	" "
Penalty Left to Pay	12.2	

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

Payments File

Total record length is 839 bytes, including CR/LF.

Field Name	Size (decimals)	Comment
Platform	3	WIN or NET
Parcel Number	25	L J
Tax Season	1	S or W or V
Cashier	20	L J
Posting Date	10	MM/DD/YYYY
Interest Date	10	" "
Actual Date	10	" "
Posting Time	11	HH:MM:SS:HH *
Receipt Number	8	L J
Check Number	12	L J
Transaction Description Code	2	L J
Batch Number	5	L J **
Total Amount Paid	12.2	RJ
The following occurs 30 times (total bytes: 360):		
Amount Paid	12.2	R J
Overpayment Amount	12.2	R J
Admin Fee Amount	12.2	R J
Interest Amount	12.2	R J
internal use	12.2	
Paid By	25	L J
internal use	3	
Comments	30	L J
Paid Name 1	35	L J
Paid Name 2	35	L J
Paid Street Address	35	L J
Paid City	25	L J
Paid State	2	L J
Paid Zip	10	L J (zip+ " " +4)
Credit Card Verification	20	
Online Transaction Flag	1	
Using Full Time	1	Hard-coded to Y
Payment Time	12	hh:mm:ss:mmms (milli seconds has 3 digits)
Journalization Source	2	
Using Long Time	1	Hard-coded to Y
Payment Time	13	hh:mm:ss:mmms (milli seconds has 4 digits)
Adjustment Parent Id	10	
Reversed From Adjustment	2	
School District	5	
Batch	10	
DDA Payment code	16	
Classification Code	5	
Reversal?	1	Y/N
Empty Space	1	
carriage return	1	
line feed	1	

* Hours:Minutes:Seconds:Hundredths of seconds

** Batch number should be zero-filled (i.e., 00034)