

Tax Roll Transfer File Record Layout

This section provides technical detail regarding the contents and structure of the tax roll transfer file. The transfer file is a standard DOS text ASCII file. No binary data occurs within the records. Each record is fixed-field, fixed-length with a CR/LF character string terminating each line. There are no header records to the file.

There is a one-to-one correspondence between parcels on the tax roll and data records. The file contains data records that correspond to a tax roll. There may be more than one tax roll (ie. data file) per season. For example, some Counties levy both a summer School tax (on one roll) and a summer Village tax (on another roll). In this case, two data files will result. The internal structure of these files will be the same; the only difference will be the file name.

The name of the file is determined by the County at the time of file creation. The file name must follow standard DOS file naming conventions.

Record Layout of Tax Roll Transfer File

<i>Field</i>	<i>Field Name</i>	<i>BegCol</i>	<i>EndCol</i>	<i>Length</i>	<i>(Justification) Comments</i>
1	Parcel Number	1	25	25	(R) Includes dashes
2	Tax Bill Number	26	35	10	(L)
	<i>Current Owner Address</i>				
3	Owner Name Line #1	36	65	30	(L)
4	Owner Name Line #2	66	95	30	(L)
5	Street Number	96	101	6	(R)
6	Street Direction	102	103	2	(L)
7	Street Name	104	123	20	(L)
8	City	124	138	15	(L)
9	State	139	140	2	(L)
10	Zip Code	141	150	10	(L) Format: #####-####
					(Cont=d)

4.0 Tax Roll Transfer File Record Layout (cont=d)

<i>Field</i>	<i>Field Name</i>	<i>BegCol</i>	<i>EndCol</i>	<i>Length</i>	<i>(Justification) Comments</i>
	<i>Property Address</i>				
11	Street Number	151	156	6	(R)
12	Street Direction	157	158	2	(L)
13	Street Name	159	178	20	(L)
14	City	179	193	15	(L)
15	State	194	195	2	(L)
16	Zip Code	196	205	10	(L) Format: #####-####
	<i>Property Legal</i>				
17	Book (Liber)	206	210	5	(R)
18	Page	211	214	4	(R)
19	Section	215	217	3	(R) May be alpha (ie. subdivisions)
20	Township	218	220	3	(R) Eg. 01N, 13S
21	Range	221	223	3	(R) Eg. 03E, 14W
22	Legal Description Line #1	225	274	50	(L) Text of legal description, line #1
23	Legal Description Line #2	275	324	50	(L) Text of legal description, line #2
24	Legal Description Line #3	325	374	50	(L) Text of legal description, line #3
	<i>Assessment Info</i>				
25	Assessed Value (\$)	376	384	9	(R)
26	Equalized Value (\$)	385	393	9	(R)
27	Taxable Value (\$)	394	402	9	(R)
28	Homestead Exemption %	403	407	5	(R)
29	Homestead Exemption \$	408	416	9	(R)
30	School District	417	421	5	(L)
31	Township Code	422	424	3	(L)
32	Village Code	425	427	3	(L)

					(Cont=d)
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4.0 Tax Roll Transfer File Record Layout (cont=d)

<i>Field</i>	<i>Field Name</i>	<i>BegCol</i>	<i>EndCol</i>	<i>Length</i>	<i>(Justification) Comments</i>
	<i>Current Taxes</i>				
33	Tax Billing Period Code	429	431	3	(L) Code indicating the tax billing period (eg. W97, S98, etc)
34	Tax Amount	432	442	11	(R)
35	Tax Due Date	443	453	11	(L) Format: dd mon year
36	Payment Status	454	454	1	(L) Payment status as of original tax roll (1=Paid,0=Due)
	<i>Delinquency</i>				
37	Prior Delinquency Indicator	456	456	1	(L) Y=prior delinquency, N=no prior delinquency
38	Delinquent Year #1	457	460	4	(L) Year of prior delinquency #1
39	Delinquent Tax Amount #1	461	471	11	(R) Base tax due, before penalty/interest
40	Delinquent Year #2	472	475	4	(L) Year of prior delinquency #2
41	Delinquent Tax Amount #2	476	486	11	(R) Base tax due, before penalty/interest
42	Delinquent Year #3	487	490	4	(L) Year or prior delinquency #3
43	Delinquent Tax Amount #3	491	501	11	(R) Base tax due, before penalty/interest
	<i>Tax Sale Data</i>				
44	Sale Number	503	507	5	(R) Collector assigned number when tax bill sold
45	Sale Date	508	518	11	(L) Date tax bill sold
46	Sale Amount	519	529	11	(R) Amount tax bill sold
47	Sale Percent	530	533	4	(R) Percentage of tax bill sold
48	Type of Bid	534	543	10	(L) Type of tax sale bid (INDIVIDUAL or STATE)
49	Redemption Date	544	554	11	(R) Tax sale redemption thru date
50	Sold-To Name Line #1	555	584	30	(L) Name line #1 of entity tax bill sold to
51	Sold-To Name Line #2	585	614	30	(L) Name line #2 of entity tax bill sold to
52	Sold-To Mail Address	615	644	30	(L) Mailing address of entity tax bill sold to
53	City	645	659	15	(L) City of entity tax bill sold to
54	State	660	661	2	(L) State of entity tax bill sold to
55	Zip Code	662	671	10	(L) Zip code of entity tax bill sold to (format: #####-####)

<i>Field</i>	<i>Field Name</i>	<i>BegCol</i>	<i>EndCol</i>	<i>Length</i>	<i>(Justification) Comments</i>
					(Cont=d)

4.0 Tax Roll Transfer File Record Layout (cont=d)

<i>Field</i>	<i>Field Name</i>	<i>BegCol</i>	<i>EndCol</i>	<i>Length</i>	<i>(Justification) Comments</i>
	<i>Tax Bill Pay-To Info</i>				
56	Remit-To Line #1	672	701	30	(L) Remit-to name/address line #1
57	Remit-To Line #2	702	731	30	(L) Remit-to name/address line #2
58	Remit-To Line #3	732	761	30	(L) Remit-to name/address line #3
59	Remit-To Line #4	762	791	30	(L) Remit-to name/address line #4

Notes...

- 1) First item in Acomments@ column is justification of data item. L=Left, R=Right.
- 2) Prior Delinquency Indicator: This indicator will be AY@ if **any** unpaid delinquent tax exists for this parcel, even if that tax year is not included in the three reporting periods (fields 38 - 43).
- 3) Delinquent Year: The years (1 thru 3) are for the three years immediately preceding the billing period included in the data file. For example, if the data file is for Summer 1997 taxes, then the three years for delinquency would be 1996, 1995 and 1994 respectively.
- 4) Tax Sale Data: The tax sale data will be for the sale in the year of the billing data of the file. For example, if the data file is for Summer 1997 taxes, then the tax sale data would be for the sale held May of 1997.

