

**TYPE LEGEND: BLANK = CHARACTER**

<b>D</b>	<b>= DATE/TIME</b>
<b>N</b>	<b>= 1-18 DEC POSITIONS</b>

COLUMN NAME	DESCRIPTION	MAXIMUM LENGTH	TYPE
Asmt	1 <sup>ST</sup> 3 Characters = BOOK 2 <sup>ND</sup> 3 Characters = Page 3 <sup>RD</sup> 3 Characters = Parc 4 <sup>TH</sup> 3 Characters = Sub	12	
TaxYear	Tax rate year (the year of the tax rates)	5	N
MapCategory	Filler- Not Used	3	
RollCategory	CS = CURRENT SECURED ROLL (SEC ONLY-NO SUPS ) CU = CURRENT UNSEC ROLL (UNSEC ONLY NO SUPS) DS = DELINQ SECURED (REG SEC & SUPS) DU = DELINQ UNSEC (REG UNSEC & SUPS) SS = CURRENT SUPL SEC (CURRENT ROLL ONLY) SU = CURRENT SUPL UNSEC (CURRENT ROLL ONLY) CA = CURRENT ASSESSMENT ROLL (BECOMES A CS)	2	
Roll Type	A - Asmt Roll B - Sec Annual (MH/Min) C - Supl Sec E - Delq Supl Sec G - Delq Supl Uns I - Delq Sec J - Supl Unsec (from sec) K - Delinq Unsec (MH/MIN) M - Supl Sec Annual (MH/Min) Q - Supl Unsec - Transfer (1 Instl) S - Secured T - Unsec Aircraft U - Unsec (No Aircraft) V - Supl Unsec (True Unsec 2 Instl) X - Delq Supl Unsec from ' V ' roll Y - Delq Unsec Z - Delq Unsec Aircraft	1	
NOT USED		1	
Installments	# of installments - applicable to roll type - 1 or 2.	1	
BillType	SP = ORIGINAL BILL (NON SUPL) NO = NEW OWNER BILL (OWNERSHIP CHANGED) BR = ROLL CHANGE REFUND - CURRENT YEAR CB = CORRECTED BILL (ROLL CHANGE) NB = NEW BILL (ROLL CHANGE) PR = PRIOR YEAR REFUND (R/C) AB = ADDITIONAL BILL (R/C) SB = SUPPLEMENTAL BILL (NORMAL PROCESS) SR = SUPPLEMENTAL REFUND CS = CORRECTED SUPL (ROLL CHANGE) DB = DUPLICATE BILL (THIS IS ONLY USED FOR 'BATCH REQUEST' TO REPRINT BILL OVERNIGHT Blank is valid – same as original bill.	2	

Section:	TAX70-3300 – Jobs	Issue Date:	08/01/2009
FlowID:	TAX70-3310	Revision Date:	10/23/2018
Title:	Agency CD Creation	Id:	TCW1371

	CR= Current Refund		
FeeParcel	Fee parcel. For unsecured the parcel where the asmt is located. Required.	12	
OriginatingAsmt	The parcel that originated the tax bill. On a supplemental, this would be the asmt # of the bill that the supplemental was created against. For example, on a supplemental against a mobile home, the asmt # would be 990-010-001-000, the fee # would be 002-010-001-000, the originating asmt # would be the mobile home # 910-001-002-000.	12	
XrefAsmt	Xref asmt # is used to preserve the original asmt # - on parcel splits, remaps then the xref # is the original #. Used primarily for defaulted parcels. (For new MB counties, this is their old #)	12	
Status	blank is valid (SAME AS ACTIVE) P = print the bill (or bill print is pending). C = completed (bill printed) I = inactive. All values & \$ amounts must be zero on an inactive parcel. do not include in any report when inactive. A = active V = low-value bill.	1	
TRA	For delinquent asmts (secured or unsecured) this is always the original TRA.	6	
Taxability	010 denotes senior citizens postponement	3	
Acres	Field may contain acres or SqFt. See SizeAcresFtType.	8	N
SizeAcresFtType	If A, its acres, S=square ft	1	
InterestDateFrom	506 or 5151 interest dates. if specified, the thru date is required and the interest type column will set to 506 or 5151.	10	D
InterestDateFrom2	506 or 5151 interest dates. if specified, the thru date is required and the interest type column will set to 506 or 5151	10	D
InterestDateThru	506 or 5151 interest dates. if specified, the thru date is required and the interest type column will set to 506 or 5151 Interest date for the 1st installment thru this interest date (typically date the r/c is done) - not necessarily the date it was keyed	10	D
InterestType	The type of Interest effected by "InterestDateFrom" and "InterestDateThru". 506 Interest is for Escaped bills. 5151 Interest due tax payor for refunds. 506 = ESCAPED INTEREST 5151 = REFUND INTEREST	4	
UseCode	Land use	4	
NOT USED		10	N
NOT USED		10	N
NOT USED		10	N
NOT USED		10	N
NOT USED		10	N
NOT USED		10	N
NOT USED		10	N
BilledMarketLandValue	Bill value - If it's an original bill, it's total value. If original bill is paid, this is net change.	10	N
BilledFixedImprValue		10	N
BilledGrowingImprValue		10	N

BilledStructuralImprValue		10	N
BilledPersonalPropValue		10	N
BilledPersonalPropMHValue		10	N
BilledNetValue		10	N
Owner	Owner Name	50	
Assessee	Assessee Name = lien date owner (owner as of 1/1/yy)	50	
MailAddress1	Address line 1 or C/O or DBA	50	
MailAddress2	Address line or DBA if address/ = C/O	50	
MailAddress3		50	
MailAddress4		50	
ZipMatch	Used in ZipMatch calc routine (temp value)	1	
BarCodeZip	Used for index purposes Changed name from MailZip542 to BarCodeZip - 07/24/97.	14	
ExemptionCode1	Homeowners = "EOI"	3	
ExemptionAmt1	Amt. of exemption	10	N
ExemptionCode2	Other exemption codes	3	
ExemptionAmt2	Amt. Of exemption	10	N
ExemptionCode3	Other exemption code	3	
ExemptionAmt3	Amt. Of other exemption	10	N
BillDate	Date bill was printed.	10	D
DueDate1	The last day to pay before being delinquent on the 1st installment.	10	D
DueDate2	The last day to pay before the 2nd installment is delinquent.	10	D
TaxAmt1	Total tax amount for the 1st installment. Sum of tax amount 1 from the TaxCode table for the Asmt.	19	N
TaxAmt2	Total tax amount for the 2nd installment. Sum of tax amount 2 from the TaxCode table for the Asmt.	19	N
PenAmt1	Penalty amt for the 1st tax amount. Always set, delinquent or not.	19	N
PenAmt2	Penalty amt for the 2nd tax amount. Always set, delinquent or not.	19	N
Cost1	When the installments column is = 1, then the cost amount is here.	19	N
Cost2	When the installment column is = 2, then the cost amount is here.	19	N
PenChrgdDate1	Charge date of penalty. Set only when charged.	10	D
PenChrgdDate2	Charge date of penalty. Set only when charged.	10	D
PaidAmt1	This represents the tax amount paid – TaxAmt1 + Pen1 (if paid] + cost1 (if paid) + delinquent penalty 1 (if paid)	19	N
PaidAmt2	This represents the tax amount paid - TaxAmt2 + Pen2 (if paid] + cost2 (if paid) + delinquent penalty (if paid) for redemptions	19	N
PaymentDate1	Posting date.	10	D
PaymentDate2	Posting date.	10	D
TransDate1	Actual posted date. Used for apportionments & balancing	10	D
TransDate2	Actual posted date. Used for apportionments & balancing	10	D
CollectionNum1	Set when payment is recorded Register (4) Collection (3) Sequence (5)	12	
CollectionNum2	Set when payment is recorded Register (4) Collection (3) Sequence (5)	12	
UnsecDelinqPenAmtPaid1	Unsec 1-1/2% penalty.	19	N
SecDelinqPenAmtPaid2	The interest calculated for this asmt from 7/1/Fiscal year through paid as of date.	19	N

Section:	TAX70-3300 – Jobs	Issue Date:	08/01/2009
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	Only applicable to secured delinquent asmts.		
TotalFeesPaid1	Total amount of fees from the fee table that were paid with the first installment.	19	N
TotalFeesPaid2	Total amount of fees paid with the 2nd installment	19	N
TotalFees	Total of all fees in the "fees table" paid or not.	19	N
PaymentCanceledDate1	Roll Change by TaxCollector may cancel a payment for: NSF check Misapplied Payment The date of the NSF is posted for the appropriate installment being canceled.	10	D
PaymentCanceledDate2	Roll Change by TaxCollector may cancel a payment for: NSF check Misapplied Payment The date of the NSF is posted for the appropriate installment being canceled.	10	D
TransferDate	Event date. It relates to supplementals: C.O.O. or Permits	10	D
ProrationFactor	Supplementals only	7	N
ProrationPct	Supplementals only	7	N
DaysToFiscalYearEnd	Single supplemental (990) - it's # of days from event date to fiscal year end (6/30/yy). For double, (991) its 365 days	5	N
DaysOwned	Days owned - based on the ownership period. Set this field whenever from/thru days are entered into ownership from date and ownership thru date. The from day and thru date are counted. Leap year is counted. Days owned may also be set directly by the user without specifying from/thru days. If zeros, default is 365	5	N
OwnershipFrom	Ownership period – from date.	10	D
OwnershipThru	Ownership period – thru date.	10	D
Situs1	This is the structured Situs from Asr.	44	
Situs2	This is the structured Situs from Asr.	44	
AsmtRollYear	Tax year bill was placed on the roll.	5	N
ParcelDescription	DESCRIPTION THAT PRINTS ON THE TAX BILL BELOW THE SITUS IF PRESENT.	50	
BillCommentsLine1	Comments for the tax bill describing the reason. Typically only used on: Supplemental Permit Bills Roll Change Bills (reason for roll change) Comments can be up to 100 characters. They've been split into 2 lines - comment line1 and comment line 2	50	
BillCommentsLine2	Comments for the tax bill describing the reason. Typically only used on: Supplemental Permit Bills Roll Change Bills (reason for roll change) Comments can be up to 100 characters. They've been split into 2 lines - comment line1 and comment line 2	50	
DefaultNum	Default # If delinquency exists for other years. Redeemed date is set if paid. The same default # is	12	

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	assigned to any asmts for an existing delinquency (original default #). Format is: DEFyyyynnnnnn where: DEF = fixed yyyy = TaxAsmtRollyear of default nnnnn= Sequential # assigned (start with 1 each year) for each new delinquent redemption record.		
DefaultDate	6/30/yyyy when defaulted. This is not the original default date of the redemption but is the date this Asmt defaulted.	10	D
RedeemedDate	Date redeemed (for sec delinquent only)	10	D
SecDelinqFiscalYear	Redemption Fiscal Year. Gets set for any bill on the secured delinquent roll. Set = 2nd installment roll year when it goes to the delinquent roll.	5	N
PriorTaxPaid1	Amount of tax paid on 1st installment on a carryover bill.	19	N
PenInterestCode	Designates rate code to use on delinquent assessments.	3	
FourPayPlanNum	Assigned when tax payer enters into an agreement for a 4 pay. Same asmt, multiple years will all carry the same 4 pay plan #.	12	
ExistsLien	Applicable only to unsecured. This is true only when a lien has been recorded as opposed to being selected for lien.	1	N
ExistsCortac	"Regular cortac" bill (i.e. cortac # is numeric).	1	N
ExistsCountyCortac	If this is a County Cortac tax bill, flag is set. This flag does not get set until the secured batch bill process. Additionally, it is applicable only to secured bills (trigger)	1	N
ExistsBankruptcy	Indicates if bankruptcy exists (trigger) = 0 or 1	1	N
ExistsRefund	Indicates if Refund exists (trigger)	1	N
ExistsDelinquentVessel	(trigger)	1	N
NOT USED		1	N
NOT USED		1	N
NOT USED		1	N
IsPenChrgCanceled1	When true, the 1st penalty amt will not charge (and will not collect). R/C process will set this	1	N
IsPenChrgCanceled2	When true, the 2nd penalty amt will not charge (and will not collect). R/C process will set this	1	N
IsPersonalPropertyPenalty	True if the 10% pp penalty is included in the pp amt	1	N
IsAgPreserve	True if value enrolled is restricted. If Mkt was enrolled, this will not be true even if its Williamson act.	1	N
IsCarryOver1stPaid	If the 1st installment was paid in a prior period.	1	N
IsCarryOverRecord	True if rolled over	1	N
IsFailureToFile	Failure to filed applied	1	N

IsOwnershipPenalty	Ownership penalty applied	1	N
IsEligibleFor4Pay	Qualifies as a 4 pay. Does not mean tax payer applied for tho.	1	N
IsNotice4Sent	True when the 4-pay notice & agreement are sent. The Note table has a corresponding entry when sent.	1	N
IsPartPay	If PartPay=T & PlanNum is not empty then is PartPay. If PartPay=T & PlanNum has a value, then=4Pay.  It is a four IF ispartpay = 1 AND Fourpayplannum not NULL. <b>IS PARTPAY=1 IS NOT PARTPAY=0</b>	1	N
IsFormattedAddress	If the address has been formatted for "bulk mailing" this is true. If not, then address lines1-4 have no structure and are as the assessor input. This is set by the module that does the address formatting.	1	N
NOT USED		1	N
SuplCnt	Count of supplementals - on the roll or in process	5	N
OriginalDueDate1	Original installment due date. Set at time the bill record is created. Subsequent roll changes may change to the due date. Under certain conditions, the due date will revert back to this date (delinquent secured after 30 days and 4 pays if in default	10	D
OriginalDueDate2	Original installment due date. Set at time the bill record is created. Subsequent roll changes may change to the due date. Under certain conditions, the due date will revert back to this date (delinquent secured after 30 days and 4 pays if in default	10	D
NOT USED		1	N
NOT USED		1	N
NOT USED		1	N
NOT USED		1	N
NOT USED		1	N
IsAppealPending	Maintained by the assessor if an appeal is pending	1	N
OtherFeesPaid	Used by inquiry. Total of fees paid that are not tied to an installment. This amount is not included with any installment amounts and is reflected as a separate total. It is reported on daily as far as registers & balancing are concerned.	19	N
FourPayReason	If four pay effective, N=no interest, I=interest (note: this will be set if eligible. It may remain set even if not in 4 pay. Do not use this column to determine if it's 4 pay).	1	
DateDischarged	If discharged, status is I, this is date discharged.	10	D
IsOnlyFirstPaid	If 1st installment is paid - this is true. 1 or 2 installment parcel.	1	N
IsAllPaid	If taxbill paid, this is true (trigger)	1	N
CortacNum	CortacNum from CortacRequest table.	5	
<b>DELINQUENT ONLY</b>			
DefaultAmt	1 <sup>st</sup> year of defaulted tax and penalties	19	N
SaleNoticeDate	5 years delinquent	10	D
SaleNoticeDocNum	Internal #	12	
SaleNoticeRecNum	Recorded #	12	
RecisionDate		10	D

MANUAL: MPTS2010+Functionality Tax Collector

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RecisionDocNum		12	
RecisionRecNum		12	
XrefAsmt		12	
DefaultCreditAmt		19	N
PayPlanNum		10	
PayeeName		50	
RedemptionFee		19	N
FullRedemptionPaid		19	N
RedemptionInterestPaid		19	N
TotalsFees		19	N
TotalsFeesPaid		19	N
RedemptionPenaltyPaid		19	N
IsThereRC		1	
RCDate		10	D
CollectionNum		12	
TansDate		10	D
CortacNum	CortacNum from CortacRequest table.	5	

**TYPE LEGEND: BLANK = CHARACTER**

<b>D</b>	<b>= DATE/TIME (23 CHAR)</b>
<b>N</b>	<b>= 1-18 DEC POSITIONS</b>

ITEM #	COLUMN NAME	DESCRIPTION	LENGTH	TYPE
	Asmt	1 <sup>ST</sup> 3 Characters = BOOK 2 <sup>ND</sup> 3 Characters = Page 3 <sup>RD</sup> 3 Characters = Parc 4 <sup>TH</sup> 3 Characters = Sub	12	
	TaxYear	Tax rate year (the year of the tax rates)	5	
	TaxCodes	TaxCode	5	
	Rate	Tax Rate		N
	ValueBase	Value Base	1	
	DirChrgTaxAmt1	Dollar amount		N
	DirChrgPenAmt1	Dollar amount		N
	DirChrgTaxAmt2	Dollar amount		N
	DirChgPenAmt2	Dollar amount		N
	CortacNum	CortacNumber from CortacRequest table.	5	