

Direct Charge Layout Specifications

Submit via email: propertytax.auditor@nevadacountyca.gov

File Format – Must be .txt:

The file must be formatted as a **text file without headers**, using one of the following formats:

1. Tab Delimited – (**Preferred**) Fields are separated by tabs:

```
APN           Amt           Tax code  Desc
012010012000(tab)114.00(tab)61500(tab)FireDistrB
```

2. Quote/Comma Delimited – Fields are enclosed by quotation marks and separated by commas:

```
APN           Amt           Tax code  Desc
"012010012000","114.00","61500","FireDistrB"
```

3. Comma Delimited – Fields are separated by commas:

```
APN           Amt           Tax code  Desc
012010012000,114.00,61500,FireDistrB
```

There can be none of the following in your file, or it will not load into our system:

1. **No dashes in any field**
2. **No spaces at the end of rows or end of document**
3. **No dollar signs**
4. **No zero charges**
5. **No duplicate parcels**
6. **No odd amounts (even only, divisible by 2)**

The fields must contain the following:

Field 1 – APN	12-digit parcel number, no dashes
Field 2 – AMOUNT	Dollars & Cents, divisible by 2
Field 3 – TAX CODE	5-digits, assigned by the Auditor-Controller
Field 4 – DESC	10-digits max, optional field for District/Agency ID

Any file not submitted in one of the approved formats will be returned immediately for correction.