Electronic Tax Roll Export Specifications

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish FIPS code.
assessment_no	Character	20	Yes	Assessment number.
Parcel_no	Character	20	Yes	Parcel Identification Number (PIN).
assessment_type	Character	2	Yes	"RE" = Real Estate, "PP" = Personal Property, "PS" = Public Service
assessment_status	Character	2	Yes	"AC" = Active (includes assessments with partial exemptions), "AJ" = Adjudicated, "EX" = Exempt/Tax Free (only to be used for 100% tax exempt assessments)
homestead_exempt	Numeric	1	Yes	0 = None (default), 1 = Yes (homestead exemption, of any type, at any percentage, is applicable to assessment)
Homestead_percent	Numeric	6.2	Yes	Homestead Exemption percentage to be applied to assessment (Format: 100.00 (Default)
Restoration_tax_expmt	Character	1	Yes	Restoration Tax Abatements on historical property. "N" = No (Default), "Y" = Yes
tax_acct	Numeric	6	No	Tax account number is required for grouping tax assessments together.
Place_fips	Numeric	5	Yes	FIPS Place Code of Ward or Municipality. (See FIPS Table)
taxpayer_id	Numeric	10	No	Taxpayer's identification number. (Social Security or Federal ID numbers.
taxpayer_name	Character	50	Yes	Taxpayer's name.
contact_name	Character	50	No	Contact's name.
taxpayer_addr1	Character	40	Yes	Tax payer's address line 1.
taxpayer_addr2	Character	40	Yes	Tax payer's address line 2.
taxpayer_addr3	Character	40	No	Tax payer's address line 3.
freeze	Numeric	1	Yes	0 = None (default), 1 = Over 65 Freeze, 2 = Disabled, 3 = Disabled Vet Freeze and 4 = Widow of POW/MIA
usufruct	Character	1	Yes	"N" = No (default) and "Y" = Yes
Other_exempt	Numeric	1	Yes	0 = None (default), 1 = Yes (any other exemption, other than homestead and disabled veteran, of any type, at any percentage, is applicable to assessment)
veteran_exempt	Numeric	1	Yes	0 = None (default), 1 = disabled veteran exemption, at any level, is appliable to assessment, when claimed by disabled veteran, 2 = disabled veteran exemption, at any level, is appliable to assessment, when claimed by surviving spouse of disabled veteran

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish identification number. FIPS table furnished
assessment_no	Character	20	Yes	Assessment number.
legal_description	Character	Unlimited	Yes	Full Legal Description

Electronic Tax Roll Export Specifications

ASSESSMENT VALUE INFORMATION   (AVALUE.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish FIPS code.
assessment_no	Character	20	Yes	Assessment number.
Market_value	Numeric	12	Yes	Fair Market Value of item
Total_value	Numeric	10	Yes	Total assessed value of item. (total of taxpayer's share and the homestead credit, other exemptions and non-taxable assessed value added together of item)
Homestead_credit	Numeric	6	Yes	Assessed value of item to be credited by Homestead Exemption.
taxpayer_value	Numeric	10	Yes	Assessed value of item to be paid by Taxpayer
Quantity	Numeric	9.2	Yes	Quantity units of item in the number of Front Feet, Square Feet, Lot(s), Acre(s) Improvement(s) or Year(s) for Personal Property.
Units	Character	1	Yes	Unit of Measure of item (Format: "F" = Front Feet, "S" = Square Feet, "L" Lots, "A" = Acres, "I" Improvements and "Y" = Year.)
Ltc_sub-class_code	Character	4	Yes	LTC Property Sub_Class Code of item.
Other_exempt_type	Numeric	1	Yes	0 = None (default), 1 = Industrial, 2 = Restoration, 3 = Agricultural Buildings, 4 = Institutional (School & Government), 5 = Religious, 6 = Non-Profit
other_exempt_value	Numeric	10	Yes	Assessed value of item to be credited by other exemptions (e.g. Industrial, Restoration, Agricultural, Institutional, Religious, Non-Profit)
homestead_type	Numeric	1	Yes	0 = None (default), 1 = Default Homestead Exemption ($7,500 of total assessed value), 2 = 100% Unmarried Surviving Spouse of Active Duty Homestead
Homestead_percent	Numeric	6.2	Yes	Homestead Exemption percentage to be applied to assessment of item (Format: 100.00 (Default)
veteran_exempt_type	Numeric	1	Yes	0 = None (default), 1 = Disability between 50 and 69%, 2 = Disability between 70% and 99%, 3 = 100% disabled
veteran_credit	Numeric	10	Yes	Assessed value of item to be credited by disabled veteran exemption (e.g. $2,500 for a disability between 50% and 69%, $4,500 for a disability between 70% and 99%, or the remaining assessed value of item after homestead credit applied for 100% disability)

MILLAGE GROUP INFORMATION   (TGROUP2.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
tax_dist	Character	3	No	taxing district identifier
group_description	Character	35	No	Group description or name of millage.
millage_description	Character	35	No	Description or name of millage.
millage	Numeric	7.3	No	Millage (format: 999.99)
flat_mill	Numeric	1	No	Indicates Flat Fee (0=No Flat Fee, 1=Flat Fee used)
flat_fee	Numeric	6.2	No	Flat Fee Amount (Format: 999.99)
place_fips	Numeric	5	No	FIPS Place Code of Ward or Municipality. (See FIPS Table)

Electronic Tax Roll Export Specifications

CITY ADJUDICATIONS   (ADJCITY.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
assessment_no	Character	20	No	Assessment number.
tax_dist	Numeric	3	No	Tax district number.

PARISH ADJUDICATIONS   (ADJPARISH.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
assessment_no	Character	20	No	Assessment number.
tax_dist	Numeric	3	No	Tax district number.

TOWN NAMES   (TOWNNAMES.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
jurisdiction_code	Numeric	3	No	Jurisdiction Code
city_name	Numeric	3	No	City Name

ASSESSMENT MILLAGE INFORMATION   (AMILLAGE.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish FIPS code.
assessment_no	Character	20	Yes	Assessment number.
group_description	Character	35	Yes	Millage description if not part of a group or the group name of a millage
millage	Numeric	7.3	Yes	Millage (Format: 999.99)
mill_type	Character	1	Yes	M = Millage, F = Flat Fee, A = Acreage, O = Overlay/Partial
place_fips	Numeric	5	Yes	Federal Place Code of Taxing Authority levying millage. (See FIPS table)
Parish_city	Character	1	Yes	Millage type indicator, "P" Parish Tax, "C" = City Tax (This field indicates which Tax Collector is collecting the millage.)
Percent	Numeric	6.2	Yes	Percent of assessed value applicable to the millage. (Applies to split district millages, use 100.00 as default value if percent is not applied.)
Total_tax	Numeric	11.2	Yes	Total taxes assessed to the property. (Format:99999999.99)
homestead_credit	Numeric	11.2	Yes	Homestead exemption share of taxes credited. (Format: 99999999.99)
taxpayer_tax	Numeric	11.2	Yes	Tax payer's taxes owed. (Format: 99999999.99)
Taxing_body_approval	Numeric	1.0	Yes	Indicates if local taxing body related to the millage approved an exemption (or did not vote). 0 = voted to approve exemption/NA (default), 1 = voted to deny exemption
other_exempt_taxes	Numeric	11.2	Yes	Amount of taxes credited due to other exemption(s) (other than homestead). (Format: 99999999.99)

Electronic Tax Roll Export Specifications

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
assessment_no	Character	20	No	Assessment number.
taxpayer_tax_001	Numeric	11.2	No	Tax payer's taxes owed for taxing district 001
taxpayer_tax_002	Numeric	11.2	No	Tax payer's taxes owed for taxing district 002
taxpayer_tax_003	Numeric	11.2	No	Tax payer's taxes owed for taxing district 003
taxpayer_tax_009	Numeric	11.2	No	Tax payer's taxes owed for taxing district 009
taxpayer_tax_011	Numeric	11.2	No	Tax payer's taxes owed for taxing district 011
taxpayer_tax_013	Numeric	11.2	No	Tax payer's taxes owed for taxing district 013
taxpayer_tax_014	Numeric	11.2	No	Tax payer's taxes owed for taxing district 014
taxpayer_tax_016	Numeric	11.2	No	Tax payer's taxes owed for taxing district 016
taxpayer_tax_019	Numeric	11.2	No	Tax payer's taxes owed for taxing district 019
taxpayer_tax_020	Numeric	11.2	No	Tax payer's taxes owed for taxing district 020
taxpayer_tax_021	Numeric	11.2	No	Tax payer's taxes owed for taxing district 021
taxpayer_tax_022	Numeric	11.2	No	Tax payer's taxes owed for taxing district 022
taxpayer_tax_023	Numeric	11.2	No	Tax payer's taxes owed for taxing district 023
taxpayer_tax_027	Numeric	11.2	No	Tax payer's taxes owed for taxing district 027
taxpayer_tax_028	Numeric	11.2	No	Tax payer's taxes owed for taxing district 028
taxpayer_tax_029	Numeric	11.2	No	Tax payer's taxes owed for taxing district 029
taxpayer_tax_030	Numeric	11.2	No	Tax payer's taxes owed for taxing district 030
taxpayer_tax_031	Numeric	11.2	No	Tax payer's taxes owed for taxing district 031
taxpayer_tax_034	Numeric	11.2	No	Tax payer's taxes owed for taxing district 034
taxpayer_tax_035	Numeric	11.2	No	Tax payer's taxes owed for taxing district 035
taxpayer_tax_041	Numeric	11.2	No	Tax payer's taxes owed for taxing district 041
taxpayer_tax_043	Numeric	11.2	No	Tax payer's taxes owed for taxing district 043
taxpayer_tax_044	Numeric	11.2	No	Tax payer's taxes owed for taxing district 044
taxpayer_tax_045	Numeric	11.2	No	Tax payer's taxes owed for taxing district 045
taxpayer_tax_101	Numeric	11.2	No	Tax payer's taxes owed for taxing district 101
taxpayer_tax_201	Numeric	11.2	No	Tax payer's taxes owed for taxing district 201
taxpayer_tax_301	Numeric	11.2	No	Tax payer's taxes owed for taxing district 301
taxpayer_tax_401	Numeric	11.2	No	Tax payer's taxes owed for taxing district 401
taxpayer_tax_402	Numeric	11.2	No	Tax payer's taxes owed for taxing district 402
taxpayer_tax_403	Numeric	11.2	No	Tax payer's taxes owed for taxing district 403
taxpayer_tax_404	Numeric	11.2	No	Tax payer's taxes owed for taxing district 404
taxpayer_tax_406	Numeric	11.2	No	Tax payer's taxes owed for taxing district 406
taxpayer_tax_407	Numeric	11.2	No	Tax payer's taxes owed for taxing district 407
taxpayer_tax_408	Numeric	11.2	No	Tax payer's taxes owed for taxing district 408
taxpayer_tax_501	Numeric	11.2	No	Tax payer's taxes owed for taxing district 501
taxpayer_tax_601	Numeric	11.2	No	Tax payer's taxes owed for taxing district 601
taxpayer_tax_604	Numeric	11.2	No	Tax payer's taxes owed for taxing district 604
taxpayer_tax_605	Numeric	11.2	No	Tax payer's taxes owed for taxing district 605
taxpayer_tax_901	Numeric	11.2	No	Tax payer's taxes owed for taxing district 901
taxpayer_tax_902	Numeric	11.2	No	Tax payer's taxes owed for taxing district 902
taxpayer_tax_903	Numeric	11.2	No	Tax payer's taxes owed for taxing district 903

Electronic Tax Roll Export Specifications

ADDITIONAL OWNER INFORMATION (OWNERC.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish FIPS code.
assessment_no	Character	20	Yes	Assessment number.
taxpayer_id	Numeric	10	No	Tax payer's identification number.
own_percent	Numeric	6.2	No	Percent of ownership. (Format: 999.99)
taxpayer_name	Character	50	Yes	Taxpayer's name.
contact_name	Character	50	No	Contact's name.
taxpayer_addr1	Character	40	No	Tax payer's address line 1.
taxpayer_addr2	Character	40	No	Tax payer's address line 2.
taxpayer_addr3	Character	40	No	Tax payer's address line 3.
primary_owner	Character	50	Yes	Primary owner's name

PREVIOUS ASSESSMENT NUMBERS (PREVASSMT.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
assessment_no	Character	20	No	Assessment number.
prev_assmt_no	Character	20	No	Previous Assessment Number

SALES HISTORY (SALESHIST.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
assessment_no	Character	20	No	Assessment number.
dos	Character	10	No	Date of sale
rec_dt	Character	10	No	Recorded date
doc_num	Character	15	No	Recorded document number
grantee	Character	255	No	Grantee
grantor	Character	255	No	Grantor
sale_price	Character	255	No	Sale price
vi	Character	255	No	V=vacant sale, I=Improved sale
qu_flg	Character	255	No	Q=qualified sale, U=Unqualified sale
tran_type	Character	255	No	transaction type

CLASS CODE DESCRIPTIONS (PC_CODES.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	No	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	No	Parish FIPS code.
Ltc_sub-class_code	Character	4	Yes	LTC Property Sub_Class Code.
code_desc	Character	255	Yes	Description of LTC Property Sub_Class Code

Electronic Tax Roll Export Specifications

PARCEL INFORMATION (PARCEL.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
fips_code	Numeric	5	Yes	Parish FIPS code.
assessment_no	Character	20	Yes	Assessment number.
parcel_no	Character	20	Yes	Parcel identification number.
town_range	Character	7	No	Township range. (Format: T7S-R8E)
section_no	Numeric	3	No	Section number parcel is located.
ward_no	Character	3	Yes	Ward identification number.
subd_name	Character	30	Yes	Subdivision name if available of parcel location.
block_no	Character	4	Yes	Subdivision or city block/square number.
lot_no	Character	4	Yes	First subdivision or city lot number owned by a particular owner.
place_fips	Numeric	5	Yes	Federal Place Code of Taxing Authority. (See FIPS table)
jurisdiction_code	Numeric	3	No	Jurisdiction Code
par_address	Character	50	Yes	Parcel address. (911 address)
occupancy	Character	50	Yes	What the structure is being used for. (Residence, Office, Retail, etc...)
vacant_lot	Character	1	Yes	"Y" = Yes, "N" = No (Default)
transfer_date	Character	10	Yes	Date of purchase. (Format: 01/01/1999)
purchase_price	Numeric	12.2	Yes	Purchase price of the property. (Format: 999999999.99)
Verified	Character	1	Yes	Sale has been confirmed by Assessor's office as being arms length. "Y" = Yes, "N" = No (default)
conv_book	Character	10	No	Conveyance book number.
conv_folio	Character	10	No	Conveyance page number.
instr_no	Character	8	No	Conveyance instrument number.
instr_type	Character	75	Yes	Type of instrument. (Cash, Mortgage, Bond for Deed, etc...)
lender_id	Character	8	No	Lender of mortgage company's identification number supplied by Tax Commission.
tax_sale	Character	1	No	Y = Yes and N = No (default)
taxsale_date	Character	10	No	Date of Tax Sale (Format: 01/01/1999)
assess_date	Character	10	Yes	Date of last assessment/reassessment (Format 01/01/1999)
subd_phase	Character	3	Yes	Subdivision phase

PARISH INFORMATION (PARISH.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
fips_code	Numeric	5	Yes	Parish FIPS code.
gov_name	Character	30	Yes	Parish name (ex. St. Tammany Parish)
gov_agency	Character	40	Yes	Agency name (ex. Tax Assessor's Office)
address1	Character	30	Yes	Agency address line 1.
address2	Character	30	Yes	Agency address line 2.
tax_year	Numeric	4	Yes	Tax year submitting (ex. 1999, 2000)
city	Character	20	Yes	City name (ex. Slidell)
state	Character	2	Yes	State name (ex. LA)
zip	Numeric	5	Yes	Zip code.
zip4	Character	4	Yes	Extended zip code.
assr_name	Character	45	Yes	Assessor's name

Electronic Tax Roll Export Specifications

PLACE FIPS INFORMATION (FIPS.TXT)

FIELD NAME	FIELD TYPE	FIELD LENGTH	REQUIRED	COMMENTS
parish_name	Character	35	Yes	Parish name
fips_code	Numeric	5	Yes	Parish FIPS code.
place_name	Character	30	Yes	Place name
place_fips	Numeric	5	Yes	Place FIPS code
zipcode	Numeric	5	Yes	Place zip code
class_code	Character	2	Yes	Place classification code – See FIPS class code definitions
ward_no	Character	3	If Applicable	Place ward number if applicable
tax_name	Character	45	Yes	Taxing entity name
tax_addr1	Character	30	Yes	Taxing entity address
tax_addr2	Character	30	No	Taxing entity address line 2
tax_city	Character	20	Yes	Taxing entity city
tax_state	Character	2	Yes	Taxing entity state
tax_zip	Numeric	5	Yes	Taxing entity zip