FIXED CHARGE SPECIAL ASSESSMENT INPUT FORMAT

Electronic file submitted via E-mail and CD input guidelines are as follows:

- There must be no header or trailer records or blank lines between records.
- The field formats and lengths must remain the same.
- The file must be created as an ASCII or Text file - .asc or .txt extension.
- Please note: It is not necessary to create different file names for specific funds or fund ranges. All of your data may be written to one file name. The PTS system will sort your file accordingly.
- If your volume of data is too large to fit on one E-mail or CD, please copy the additional records to a second file – using a separate file name.
- CDs successfully processed by PTS will remain on file in PTS and will not be returned.
- CDs that cannot be processed by PTS may be returned. PTS will contact you immediately with an explanation of the errors(s).
- If you submit your file via E-mail, the size limitation for E-mail attachments is 5MB. If your file is larger than 5MB, PTS will accept zipped files. In the event your zipped file is larger than the 5MB limitation, you will need to copy the file to a CD format.
- Send E-mail files to PTS at PTS@sdcounty.ca.gov.

<u>Data Item</u> (Record Layout Sample supplied upon request).

	Position	Description
Record Code	1	Constant "1"
Parcel Number:		
Book	2-4	Numeric (unsigned) - pre-zero, right justify
Page	5-7	Numeric (unsigned) - pre-zero, right justify
Parcel	8-9	Numeric (unsigned) - pre-zero, right justify
Undivided Interest	10-11	Numeric (unsigned) - pre-zero, right justify (must 0 fill if not used)
Fund Number	12-17	Numeric (unsigned) - pre-zero, right justify
Type of Assessment: Description	18-37	Short Description of the Assessment (alphanumeric)
Amount	38-46	Dollars and Cents Amount - Do not punch decimal point, right justified, numeric (unsigned), zoned decimal, pre-zero
Tax Code	47	Local = 1) - Must be 1 or 2 State = 2)
Do not use	48	Space
*State Roll:		
Tax Rate Area	49-53	Pre-zero, numeric, right justify
Assessee Number	54-57	Pre-zero, numeric, right justify
Do not use	58-80	Spaces

* Each State Unitary Roll record (Tax Code 2) must have a parcel number, a tax rate area and an assessee number. The parcel number may be a valid parcel number or a unique "dummy" parcel number (i.e., 000-000-00-01, 000-000-00-02, 000-000-00-03, etc.) and the tax rate area must be 00001, 00002 or 00095. State "NON-UNITARY" and all other types of State parcels must have a valid tax rate area other than 00001, 00002 or 00095. Leave Tax Rate Area and assessee numbers (positions 49-57) blank for all local roll records (Tax Code 1).

Note: Local Roll items (Tax Code 1) must have a valid parcel number.