

## **Instructions for the file layout for Business Property Tax Credit Data Elements File for Upload For Assessment Year 2015 and Thereafter**

A web-based application is currently under construction for the submission of a CSV file with established information parameters in the Final Data Elements File for Upload Template. Please remember that the CSV file **must** be in the order proscribed in the data description file. It is important that the Business Property Tax Credit Unit Application IDs established for each individual parcel are maintained in their format and contained in this file submission. Variation from this format will cause the upload submission to fail. **This file should have a file name that starts with your DOM county code followed by an underscore, the word “dataelementsfile” followed by an underscore and the date the file was generated as MMDDYY. This file name cannot exceed 40 characters. [For example: 01\_dataelementsfile\_091813]** For those counties interested in an xml solution, please contact Susan Chambers at (515) 281-3159.

### **Instructions for the file layout for the Business Property Tax Credit by Parcel File for Download**

A web-based application is currently under construction for the download of a CSV file with established information parameters in the Final Credit by Parcel File for Download Template. **This file will have a file name that contains your DOM county code followed by an underscore, the phrase “CreditByParcel” followed by an underscore and the date the file was generated as MMDDYY. [For example: 01\_CreditByParcel\_091813]** If you have questions or concerns about this capability, please contact Susan Chambers at (515) 281-3159.

**\*Please note: A valid file consists of all of the fields in the order set forth below, regardless of whether the field is null where permissible.\***

## Business Property Tax Credit Data Elements File for Upload

Field Order	STATUS from Auditor	FIELD NAME	DESCRIPTION	FORMAT	LENGTH	Validations (Receipt from Auditor)
1	Required	Assessment Year	Assessment year - calendar starting January 1	YYYY	4	
2	Required	DOM County Code	County Code	text string	2	Must be 01 - 99
3	<b>Required</b>	<b>DOM Tax District Code</b>	<b>Assigned by DOM retained by county system.</b>	<b>Text string</b>	<b>5</b>	<b>Valid if Tabled from DOM</b>
4	Required	Unique Parcel Identifier	Whatever concatenation of parcel number and any other field(s) which creates the unique number to prevent duplicates.	text string	24	Up to 24 characters, this value should NOT be padded with leading zeros
5	Required	Parcel Number		text string	24 max	
6	Required	Parcel Classification	Statutory classification of property per Iowa Code 441.21 (will change in 2015) in uppercase type.	text string	10	Must be: COMMERCIAL INDUSTRIAL RAILROAD RRBRIDGE MULTIRES (in 2015)

7	Required	Business Property Tax Credit Unit Number	This is the number that we will generate and provide to you to have as an attribute to each parcel obtained through the BPTC ID Generator file pickup @ IDR website.	text string	23	Report on differences from BPTC Unit Application DB
8	Required	Deed Holder Name	Primary owner, defined as the deed holder. Formatted last name first name (special characters within "".)	Alpha-numeric	255	Must be truncated after 255
9	Required	Contract Buyer Name	May be null; may be same as Deed Holder Name. Formatted last name first name (special characters within "".)	Alpha-numeric	255	Must be truncated after 255
10	Required	Mail to Name	Person that receives the tax statement or other notices (special characters within "".)	Alpha-numeric	255	Must be truncated after 255
11	Required	Address Line 1	(special characters within "".) Line 1 of Mail to	Alpha-numeric	255	Must be truncated after 255
12	Required	Address Line 2	(special characters within "".) Line 2 of Mail to	Alpha-numeric	255	Must be truncated after 255

13	Required	Address Line 3	(special characters within "".) Line 3 of Mail to	Alpha-numeric	255	Must be truncated after 255
14	Required	Address Line 4	(special characters within "".) Line 4 of Mail to	Alpha-numeric	255	Must be truncated after 255
15	Required	Main Record Land Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	May be null
16	Required	Main Record Improvement 1 Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	May be null
17	Required	Main Record Improvement 2 Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	May be null
18	Required	Main Record Total Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	
19	Required	Homestead Amount	Total of Homestead value(s)	Integer		
20	Required	Military Exemption Amount	Total of Military exemption(s)	Integer		
21	Required	Elderly Credit flag	Indication of an elderly credit		1	1 = elderly credit 0 = <b>no</b> elderly credit
22	Can be Null	Situs Address	Address of the parcel of property if applicable	Alpha-numeric	255	Must be truncated after 255

23	Can be Null	Parcel Classification sub-record	Statutory classification of property per Iowa Code 441.21 (will change in 2015) in uppercase type.	text string	10	Must be: COMMERCIAL INDUSTRIAL RAILROAD RRBRIDGE MULTIRES (in 2015)
24	Can be Null	Sub-Record Land Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	
25	Can be Null	Sub-Record Improvement 1 Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	
26	Can be Null	Sub-Record Improvement 2 Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	
27	Can be Null	Sub-Record Total Value	100% DOM valuation (valuation less any exemptions except Military)	Integer	9 max	
28	Not required at this time - Provided via separate submission	GIS id number or id that ties the geometry to the parcel	This number will need to be in both the data file as well as the geometry file if the geometry is produced in a separate file.			

29	Not required at this time - Provided via separate submission	Geometry: shape file, KML, ESRI file geodatabase or any other agreed upon spatial format or x,y coordinates for points	The geometry or point may come in a completely separate file from the data as long as the GIS id number or the id that ties the data to the geometry is contained in this file as well as the datafile.			
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## Business Property Tax Credit by Parcel File for Download

Field Order	FIELD NAME	DESCRIPTION	FORMAT	LENGTH
1	Assessment Year	Assessment year - calendar starting January 1	YYYY	4
2	DOM County Code	County Code	text string	2
3	<b>DOM Tax District Code</b>	<b>Assigned by DOM</b>	<b>Text string</b>	<b>5</b>
4	Unique Parcel Identifier	Whatever concatenation of parcel number and any other field(s) which creates the unique number to prevent duplicates.	text string	24
5	Parcel Number		Maximum 24	24
6	Parcel Classification	Statutory classification of property per Iowa Code 441.21 (will change in 2015) in uppercase type.	text string	COMMERCIAL INDUSTRIAL RAILROAD RRBRIDGE MULTIRES (in 2015)
7	Business Property Tax Credit Unit Number	This is the number that we have generated previously and you have as an attribute to each parcel.	text string	23
8	Business Property Tax Credit	The amount of credit for the Assessment Year for the Parcel	Decimal (\$0.00)	Up to 9 digits