

**Updated: 9-20-2013 with naming convention and RR Bridge classification.**

#### **Instructions for the Business Property Tax Credit Unit Application Number Generator File for Upload**

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

#### **Instructions for the Business Property Tax Credit Unit Application Number Generator 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 BPTC Unit Application ID Generator for Download Template. 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 the future Data Elements file submitted for the calculation of the Replacement Claim and the individual Credits. **This file will have a file name that contains your DOM county code followed by an underscore, the phrase “BPTC” followed by an underscore and the date the file was generated as MMDDYY. [For example: 01\_BPTC\_091813]** If you have questions or concerns about this capability, please contact Susan Chambers at (515) 281-3159.

#### **Data Handler Contacts and Other Contacts**

Your jurisdiction can expect to be contacted soon to collect the information necessary to create the accounts for upload and download of files and other contacts for error resolution. A designated Data Handler for the Business Property Tax Credit Unit Application Number Generator and the Data Elements files will help with error identification and resolution in the upcoming User Acceptance Testing of the application under development.

**Final BPTC Unit ID Generator Upload File Template**

Order	STATUS from Assessor	FIELD NAME	DESCRIPTION	FORMAT	LENGTH	Validations
1	Required	Assessment Year	Assessment Year applicable to the BPTC Application submission.*	text string	4	
2	Required	DOM County Code		text string	2	
3	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 max	Up to 24 characters, this value should NOT be padded.
4	Required	Aggregation Indicator	A number scheme identifying parcels comprising a unit.	Numeric	6	Null records will be disregarded.
5	Required	Classification	Statutory classification of property per Iowa Code 441.21 (will be changed in 2015) in uppercase type.	Text string		Must be: COMMERCIAL INDUSTRIAL RAILROAD RRBRIDGE
6	Required	Owner Name	Primary owner, defined as the deedholder or contract buyer. Formatted last name first name (no comma).	Alpha-numeric	255	Must be truncated after 255

\*Remember that this first year for applications is for 2013 assessment year and that the last date to receive applications is January 15, 2014. Thereafter, the last date to receive applications for the preceding assessment year will be March 15.

**Final BPTC Unit Generator ID Output File Template**

Order	STATUS from Assessor	FIELD NAME	DESCRIPTION	FORMAT	LENGTH	Validations
1	Required	Assessment Year	Assessment Year applicable to the BPTC Application submission.	text string	4	
2	Required	DOM County Code		text string	2	
3	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 max	Retain from original submission
4	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.	text string	23	Preserve the format and length for inclusion in the Data Elements file