



Iowa Department of
REVENUE

Replacement Claim Submission and Corrections at the Time of Submission

2016



Replacement Claim Submission and Corrections at the Time of Submission

Table of Contents

Submitting Your Replacement Claim	3
How To Upload Your File	
Upload Confirmation	
Reviewing and Correcting Your File	5
Delete File	
Fix Levy Rate	
Missing DOM Data	
Reporting of Replacement Claim by Tax District	9
Download or Print Report	
Fiscal Year Payments	

Submitting your Replacement Claim

1. Log on to <https://localgovexchange.iowa.gov/>
2. Click on the blue bar entitled “ Replacement Claim” on the lower left of the screen. Click on the “Upload” bar.

The screenshot shows the homepage of the localgovexchange.iowa.gov website. At the top, there is a navigation bar with links for Home, Contact, and Sign Out. Below the navigation bar, there is a welcome message: "Welcome s chambers" and "This site allows you to exchange data with the Iowa Department of Revenue." The main content area is divided into two columns. The left column is titled "Upload File Types" and contains three blue buttons: "UNIT ID", "DATA ELEMENTS", and "REPLACEMENT CLAIM". The "REPLACEMENT CLAIM" button is circled in red. The right column is titled "Important Notices" and contains two red boxes with text. The first box states: "The last day to make Unit ID changes for Assessment Year 2015 applications is June 24. Remember file submissions take overnight before you can review them and two overnights to generate your Unit Ids. Allow adequate time in case you need to resubmit a file. A submission on Friday, June 24th will require that you review your file on the 27th and get your new Unit Ids on the 29th." The second box states: "The Data Elements File for AY 2015 must be reconciled by June 29. Remember file submissions take overnight to validate before resubmission or corrections can be made. Allow adequate time in case you need to resubmit a file. Data Elements File for AY2015".

3. Click the “Select File” button to browse for your file on your computer.
4. Once you have browsed to your file, select “Upload Selected File”.

The screenshot shows the "Upload A Replacement Claim File" page on the localgovexchange.iowa.gov website. At the top, there is a navigation bar with links for Home, My Files, Upload Data, Instructions and Help, Contact, and Sign Out. Below the navigation bar, there is a heading "Upload A Replacement Claim File" and a paragraph: "The Replacement Claim file is used to request a replacement for existing claims. After uploading a file, it will be processed and a notification will be sent when it is ready for pickup or review." Below this, there is a text box: "To upload a Replacement Claim file, click "Select File" below." Below the text box, there is a row of three buttons: "Select File", "Replacement Claim Instructions", and "Upload Help". The "Select File" button is circled in red. To the right of the main content area, there is a sidebar titled "Upload Tips" with a question mark icon and a list of tips: "Maximum upload size is 500MB", "File must be either CSV or ZIP", "File name should be 40 characters or less and contain your county number.", and "File name should contain the word generator." At the bottom of the sidebar, it says "html4 runtime".

5. Once your file has uploaded you will see the following screen. You will receive an email when your file is ready for review.

Home My Files Upload Data Instructions and Help Contact Sign Out

File Processing has not occurred. 

Status 

- Uploaded
- File Validation
- Imported
- Data Validation
- Finished

File Validation 

File validation determines if your file is the correct size, type, and format. Files that do not meet the requirements are rejected.

File validation has not run yet. Files are processed in the order they are received.

You should receive an email notification when your file is ready for review.



Content Validation 

Content validation determines if your file contains valid data, or if it needs to be reviewed before processing can complete.

Content validation has not run yet. Files are processed in the order they are received.

You should receive an email notification when your file is ready for review.



Need Some Help? 

If you need assistance please contact the [Iowa Department of Revenue](#), and reference file id 11673.

Reviewing and Correcting your File

1. Log on to the website and select “My Files”.
2. **If your file was not a perfect match** to the published DOM Tax Districts and Levy Rates for this period, it will be in “Needs Review” status.
3. Click on the “Needs Review” button.

File	Upload Type	Upload By	File Size	Uploaded Date	Status
71 ReplacementClaim_080414f11.csv	Replacement Claim	s.chambers@iowaid	2651	9/5/2014 11:48:39 AM	Needs Review 

Previous 1 2

4. Click on the blue bar entitled “Review Data”.

Home My Files Upload Data Instructions and Help Contact Sign Out

File Processing is Complete, but data issues were found.

Your file has been processed, but data issues were found. Press the “Review Data” button below to see what validation issues were discovered.

Status

- ✓ Uploaded
- ✓ File Validation
- ✓ Imported
- ✗ Data Review Required
- Finished

File Validation

File validation determines if your file is the correct size, type, and format. Files that do not meet the requirements are rejected.

Passed

- ✓ Correct Size
- ✓ Correct Type
- ✓ Passed Validation

Content Validation

Content validation determines if your file contains valid data, or if it needs to be reviewed before processing can complete.

Needs Review

There were a few items in your file that need review. Click on the button below to verify your data.

To see what data needs reviewed, click the Review Data button shown below.

[Review Data](#)

- If you need to delete your file you can do so by clicking on the “Delete File” button.
- If you need to address Levy Rate issues, click the “Fix Levy Rate” button. You may not have any levy rates to fix but you may still need to review the Missing Tax Districts.

71_ReplacementClaim_080414[1].csv
 Uploaded: 9/5/2014 11:48:39 AM [File Status](#) [Download](#)

Needs Review

[Delete File](#) [Fix Levy Rate](#)

Missing DOM Data

Row #	Tax District Code	Submitted Levy Rate	DOM Levy Rate	Valuation Difference	Your Claim Amount	Recalc Claim Amount
2	71036	29.00000	29.03062	71520.00	2074.08	2076.27
43	71053	23.22047	23.22047	25470.00	591.43	591.43
42	71023	23.28764	23.28764	130508.00	3039.22	3039.22
41	71022	24.82559	24.82559	51479.00	1278.00	1278.00
40	71021	23.15563	23.15563	17690.00	409.62	409.62
39	71019	23.50557	23.50557	9456.00	222.27	222.27

7. Fix Levy Rate:

If you have a consolidated levy rate that is not the same as the published DOM Consolidated Levy Rate for the period click on the “Fix Levy Rate” button. You can override the published DOM Consolidated Levy Rate by selecting “Use Submitted Rate”. This will substitute your Submitted Rate for the DOM Consolidated Levy Rate for the period.

If your Submitted Rate is incorrect you will need to select “Use DOM Rate”

Note: Once you select either of these options, you cannot reverse the action.

Fix Levy Rate

By selecting your submitted rate, you are certifying that it is the correct consolidated levy rate used for taxation.

!!! Once selected, changes cannot be reversed. !!!

Row #	Tax Code	Submitted Rate	DOM Rate	Your Claim Amount	Recalc Claim Amount
2	71036	29.00000	29.03062	2074.08	2076.27

[Use Submitted Rate ✓](#) [Use DOM Rate ✓](#)

8. Always “Fix Levy Rate” before addressing the “Missing DOM Data”. You may not have any levy rates to fix.
9. To exclude those DOM Tax Districts that have no parcels for the tax period, click on the button entitled “Missing DOM Data”.

71_ReplacementClaim_080414[1].csv

Uploaded: 9/5/2014 11:48:39 AM [File Status](#) [Download](#)

* Levy Rate fixed successfully, however Missing DOM Date needs to be fixed before updating file status to Complete.

Needs Review

[Delete File](#) [Fix Levy Rate](#) 

[Missing DOM Data](#)

Row #	Tax District Code	Submitted Levy Rate	DOM Levy Rate	Valuation Difference	Your Claim Amount	Recalc Claim Amount
43	71053	23.22047	23.22047	25470.00	591.43	591.43
42	71023	23.28764	23.28764	130508.00	3039.22	3039.22

10. Make sure to review **all pages** of your Missing DOM Data Report.

71_ReplacementClaim_080414[1].csv

Uploaded: 9/5/2014 11:48:39 AM [File Status](#) [Download](#)

* Levy Rate fixed successfully, however Missing DOM Date needs to be fixed before updating file status to Complete.

Needs Review

[Delete File](#) [Fix Levy Rate](#) 

[Missing DOM Data](#)

Row #	Tax District Code	Submitted Levy Rate	DOM Levy Rate	Valuation Difference	Your Claim Amount	Recalc Claim Amount
2	71036	29.00000	29.03062	71520.00	2074.08	2076.27
43	71053	23.22047	23.22047	25470.00	591.43	591.43
42	71023	23.28764	23.28764	130508.00	3039.22	3039.22
41	71022	24.82559	24.82559	51479.00	1278.00	1278.00
40	71021	23.15563	23.15563	17690.00	409.62	409.62
39	71019	23.50557	23.50557	9456.00	222.27	222.27
38	71018	23.15200	23.15200	32021.00	741.35	741.35
37	71027	23.15901	23.15901	11041.00	255	
36	71026	23.50557	23.50557	18747.00	440	
35	71071	24.60348	24.60348	6788.00	197	

1 2 3 4 5 Next Last

Click on each number to see that page or use “Next” and “Last” to navigate.

11. If, after review, all reported missing data is because there are no parcels for those tax districts, click on the “Ignore All” button.

Note: Once you select “Ignore All” and “OK”, your changes cannot be reversed and your file will be complete.

Home | Instructions and Help | Contact | Sign In

Missing DOM Data 

By selecting Ignore button, you are certifying that you don't have any parcels for the Dom Tax District code listed below.

!!! Once selected, changes cannot be reversed.

Total Rows Uploaded: 42
Missing DOM Data: 64

Ignore All

Message from webpage

Are you sure you want to ignore these Dom Tax District Codes?
This action cannot be undone.

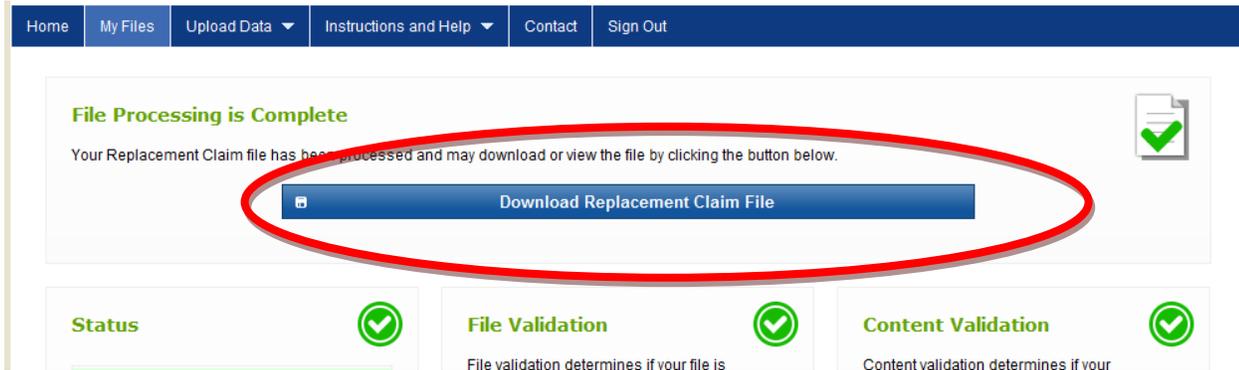
OK Cancel

Assessment Year	Dom Tax District Code	Property Rate
2013		
2013	71104	33.70795
2013	71103	23.28247
2013	71102	23.28247
2013	71101	22.84955
2013	71099	22.36097
2013	71098	22.36097
2013	71095	0.00000
2013	71094	33.70795

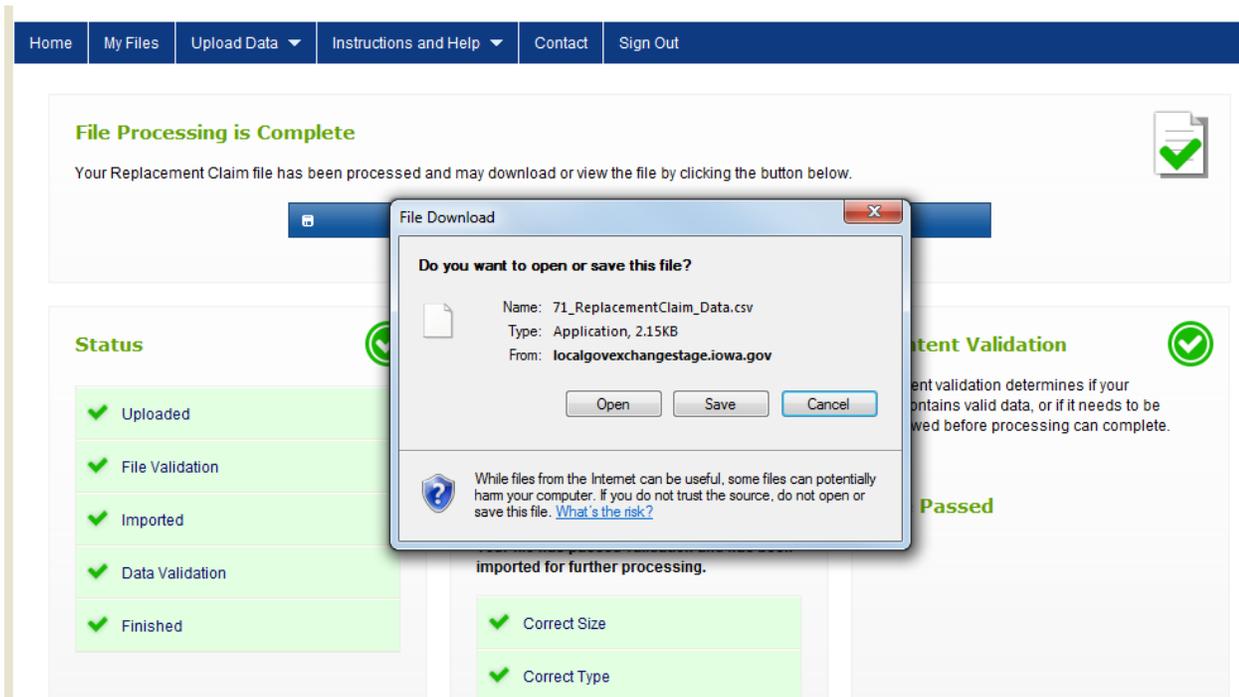
Reporting of Replacement Claim by Tax District

You can download and save or print a report of the Replacement Claim calculated and to be paid by DOM Tax District.

1. Click on the blue bar entitled "Download Replacement Claim File".



2. Choose to open or save the file.



3. The column **“Recalculated Claim Amount”** is the amount that will be paid by IDR for the fiscal year.

The September installment will be one-half of the Recalculated Claim Amount.

The March installment will be the Recalculated Claim Amount minus the first installment. Any Replacement Claim corrections will be offset in the March installment.

Tax District Code	Submitted Levy Rate	DOM Levy Rate	Valuation Difference	Your Claim Amount	Recalculated Claim Amount
71053	23.22047	23.22047	25470	591.43	591.43
71023	23.28764	23.28764	130508	3039.22	3039.22
71022	24.82559	24.82559	51479	1278	1278
71021	23.15563	23.15563	17690	409.62	409.62
71019	23.50557	23.50557	9456	222.27	222.27
71018	23.152	23.152	32021	741.35	741.35
71027	23.15901	23.15901	11041	255.7	255.7
71026	23.50557	23.50557	18747	440.66	440.66
71071	24.60348	24.60348	6788	167.01	167.01
71041	24.60348	24.60348	130415	3208.66	3208.66
71072	24.67668	24.67668	36433	899.05	899.05
71040	24.67668	24.67668	144538	3566.72	3566.72
71012	22.9427	22.9427	9664	221.72	221.72
71068	23.28247	23.28247	5273	122.77	122.77
71015	23.28247	23.28247	17212	400.74	400.74
71010	23.28247	23.28247	90488	2106.78	2106.78
71100	22.84955	22.84955	1413481	32297.4	32297.4
71009	22.84955	22.84955	30075	687.2	687.2
71006	21.53386	21.53386	7194	154.91	154.91
71004	21.82208	21.82208	830	18.11	18.11
71069	36.14302	36.14302	106219	3839.08	3839.08
-----	-----	-----	-----	-----	-----