

File Specifications for Form 22 Upload to Gateway

<u>Header</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
File Name	1	10	10	A	Name of data file (i.e., FORM22).
County Code	11	12	2	A	State-designated county number (e.g., 23). See Code List 59.
County Name	13	32	20	A	State-designated county name (e.g., LAKE). See Code List 59.
County Contact Name	33	82	50	A	Full name of the individual at the county who can answer questions specific to this data extract (e.g., Robert Smith).
County Contact Phone #	83	100	18	A	Complete telephone number of the individual at the county who can answer questions specific to this data extract. Format required is ###-###-#### ##### (e.g., 219-555-5555 44444).
File Create Date	101	110	10	D	Date the file was created. Format required is mm/dd/yyyy (e.g., 12/20/2015).
File Create Time	111	114	4	A	Time the file was created. Format required is ##### in military time (e.g., 1400).
Software Vendor Company	115	164	50	A	Full name of the vendor company.
Software Package Name & Version	165	214	50	A	Complete name of the software package along with the version of the software used to build the data extract (e.g., ABC Tax and Billing System Version 2.0).

<u>Header</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
Software Vendor Contact Name	215	264	50	A	Full name of the individual at the vendor who can answer questions specific to the data extract (e.g., Robert Smith).
Software Vendor Contact Phone #	265	282	18	A	Complete telephone number of the individual at the vendor's company who can answer questions specific to this data extract. Format required is ###-###-#### ##### (e.g., 317-555-5555 44444).
Software Vendor Contact Email	283	332	50	A	Email address of the individual at the vendor's company who can answer questions specific to the extract (e.g., help@abcvendor.com).
Transmission Description	333	432	100	A	Description of transmission. Must begin with "December YYYY" or "June YYYY" where YYYY indicates the year (e.g., December 2015).

<u>Distribution Row</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
Year	1	4	4	A	Distribution year. Year listed should match budget order or additional appropriation year. Format is YYYY. (e.g., 2015).
County Code	5	6	2	A	State-designated county number (e.g., 23). See Code List 59.
Unit Type Code	7	7	1	A	One digit unit type code (e.g., 3). See Code List 57.
Unit Code	8	11	4	A	Four digit taxing unit code provided in county budget order (e.g., 0001).
Distribution Code	12	12	1	A	Distribution type descriptor <ul style="list-style-type: none"> • P – Property Tax • L – License Excise • X – Commercial Vehicle Excise • F – Financial Institution Tax • E – Examination of Records
Distribution Date	13	22	10	D	Date the funds were distributed. Format required is mm/dd/yyyy (e.g., 12/15/2015).
Amount	23	35	13	N	Amount of distribution. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. First character reserved for minus sign (-) to indicate negative amount. Last two characters reserved for tenths and hundredths place. Examples: (\$27.50) = -000000002750 \$120,521.00 = 0000012052100 \$15,876.54 = 0000001587654
Entity Type	36	36	1	A	Indicates whether the row is for a fund or TIF district <ul style="list-style-type: none"> • F – Fund • T – TIF District

<u>Distribution Row</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
Entity Code	37	40	4	A	DLGF 4-digit Fund Code or modified TIF District Code. For TIF codes, the format is T###. The three digits should be the unique TIF district identifier assigned by the county auditor. Examples: Fund 0101: 0101 TIF District T30001: T001
Advance	41	41	1	N	Identifies whether the amount listed is an Advance <ul style="list-style-type: none"> • 0 – Final Distribution • 1 – Advance
Advance Date	42	51	10	D	Date the advance was issued. Format required is mm/dd/yyyy (e.g., 03/05/2016).
Warrant Number	52	61	10	A	Check number or ACH if the county would like to provide it.