

PURPOSE

The purpose of these specifications are to prescribe standardized file formats to enable counties to upload data required for Certified Net Assessed Values (“CNAV”) to the Department of Local Government Finance (“Department”) in the Gateway for Government Units (“Gateway”). These file formats were last updated for the Pay 2019 submission cycle, which added the TAXCNAV and ADJCNAV files.

HEADER RECORD:

The HEADER RECORD must be placed as the first record in each Gateway CNAV upload file.

The format of the HEADER RECORD must be consistent with the format below.

Column	Start	End	Length	Type	Comment/Format
Filename	1	10	10	A	Name of data file (e.g., TAXCNAV).
County Number	11	12	2	A	State-designated county number (e.g., 23). See Code List 59.
County Description	13	32	20	A	State-designated county name (e.g., LAKE). See Code List 59.
File Format ID	33	37	5	A	Constant value of 2018C.
County Contact Name	38	77	40	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	78	95	18	A	Complete telephone number of 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	96	105	10	D	Date the file was created – format required is mm/dd/yyyy format (e.g., 03/01/2017).
File Create Time	106	109	4	A	Time the file was created – format required is ##### in military time (e.g., 1400).
Assessment Year	110	113	4	A	The assessment year specific to the data submission – format required is yyyy (e.g., 2016).
Pay Year	114	117	4	A	The tax payment year specific to the data submission – format required is yyyy (e.g., 2017).
Software Vendor Company	118	177	60	A	Full name of the vendor company preparing the data extract.
Software Package Name and Version	178	237	60	A	Complete name of the software package along with the version of the software used to build this data extract (e.g., ABC Assessor System Version 1.5).
Software Vendor Contact Name	238	287	50	A	Full name of the individual at the vendor who can answer questions specific to this data extract (e.g., Robert Smith).
Software Vendor Phone	288	305	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	306	353	48	A	E-mail of the individual at the vendor's company who can answer questions specific to this data extract (e.g., Help@ABCVendor.com).
Transmission Description	354	453	100	A	Description of transmission. Comment field, free text.

Filename = CNAV1

Column	Start	End	Length	Type	Comments/Format
State-Assigned Tax District Number	1	3	3	A	Must be 3 digits as provided in Code List 60 (e.g., 026)
Taxing District Name	4	54	50	A	Name of the taxing district.

Filename = CNAV2

Column	Start	End	Length	Type	Comment/Format
County Number	1	2	2	A	State-designated county ID (e.g., 23). See Code List 59.
Taxing Unit Type Code	3	3	1	A	One-digit unit type code. See Code List 57.
Taxing Unit Code	4	7	4	A	Four-digit taxing unit code as provided in county budget order.
Taxing Unit Name	8	67	60	A	Name of taxing unit as provided in county budget order.
Fund Code	68	71	4	A	Four-digit fund code as provided in county budget order.
Fund Name	72	131	60	A	Fund name as provided in county budget order.
State-Assigned Tax District Number	132	134	3	A	Must be 3 digits as provided in Code List 60 (e.g., 026).

Filename = TAXCNAV

Column	Start	End	Length	Type	Comments/Format
Parcel Number or Property Number	1	25	25	A	The Parcel Number and Property Number must be unique within the file. Real properties must match the State 18-digit parcel number in the Real Property PARCEL File. Parcel numbers must adhere to format as defined in Indiana Administrative Code 50 IAC 26-8-1. Property numbers related to oil, gas, and personal property records must match the property number in the associated PERSPROP, and OILGASALL data files. Personal Property and Oil and Gas numbers must adhere to format as defined in Indiana Administrative Code 50 IAC 26-8-2.
Auditor Tax Identification Number	26	50	25	A	Unique number designated by the county auditor for each record in the tax billing system. May be system generated.
Property Type Code	51	51	1	A	Property type of record within the tax billing file. See code list 64. Mobile home, property type code 'M', is not valid for use with TAXCNAV.
Taxpayer Name	52	131	80	A	Full name for taxpayer of record.
Taxpayer Street Address	132	191	60	A	Street address for taxpayer of record used for tax billing purposes.
Taxpayer City	192	221	30	A	City for taxpayer of record address used for tax billing purposes.
Taxpayer State or Province or Territory	222	251	30	A	State/province/territory for taxpayer of record address used for tax billing purposes.
Taxpayer Postal Code	252	261	10	A	U.S. postal code or country code of address, for taxpayer of record. Address used for tax billing purposes. Primary format xxxxx-xxxx for U.S.
Taxpayer Country	262	264	3	A	Country for taxpayer of record address used for tax billing purposes. See code list 62.
Property Address Street	265	324	60	A	Street address of property.
Property Address City	325	354	30	A	City of property.
Property Address Zip Code	355	364	10	A	Zip code of property. Format xxxxx-xxxx.
Local Tax District Number	365	367	3	A	Locally-assigned tax district number.
State-Assigned District Number	368	370	3	N	The state-assigned tax district number as designated on the county budget order. See code list 60.
State-Assigned Township Number	371	374	4	N	The state-assigned township number as designated on the county budget order. See code list 61.
State-Assigned School Corporation Number	375	378	4	N	The state-assigned school district number as designated on the county budget order.
N/A (Late Personal Property Return Penalty)	379	392	14	N	These positions will be ignored for CNAV purposes.
N/A (Undervalued Personal Property Return Penalty)	393	406	14	N	These positions will be ignored for CNAV purposes.
N/A (Prior Delinquency)	407	420	14	N	These positions will be ignored for CNAV purposes.
N/A (Prior Penalty)	421	434	14	N	These positions will be ignored for CNAV purposes.

N/A (Total Net Tax + Penalty Billed)	435	448	14	N	These positions will be ignored for CNAV purposes.
AV - Total Land	449	460	12	N	Total assessed value of land.
AV - Total Improvements	461	472	12	N	Total assessed value of improvements.
AV - Total Land and Improvements	473	484	12	N	Total assessed value of both land and improvements.
AV – Land Subject To 1% Circuit Breaker Cap	485	496	12	N	Portion of AV – Total Land that is subject to the 1% circuit breaker cap.
AV – Improvements Subject to 1% Circuit Breaker Cap	497	508	12	N	Portion of AV – Total Improvements that is subject to the 1% circuit breaker cap.
AV – Non-Homestead Residential Land Subject to 2% Circuit Breaker Cap	509	520	12	N	Portion of AV - Total Land that is attributable to non-homestead residential land and is subject to the 2% circuit breaker cap.
AV – Non-Homestead Residential Improvements Subject to 2% Circuit Breaker Cap	521	532	12	N	Portion of AV - Total Improvements that is attributable to non-homestead residential improvements and is subject to the 2% circuit breaker cap.
AV – Commercial Apartment Land Subject to 2% Circuit Breaker Cap	533	544	12	N	Portion of AV - Total Land that is attributable to apartment land and is subject to the 2% circuit breaker cap.
AV – Commercial Apartment Improvements Subject to 2% Circuit Breaker Cap	545	556	12	N	Portion of AV - Total Improvements that is attributable to apartment improvements and is subject to the 2% circuit breaker cap.
AV – Long Term Care Facility Land Subject to 2% Circuit Breaker Cap	557	568	12	N	Portion of AV - Total Land that is attributable to Long Term Care Facility land and is subject to the 2% circuit breaker cap.
AV – Long Term Care Facility Improvements Subject to 2% Circuit Breaker Cap	569	580	12	N	Portion of AV - Total Improvements that is attributable to Long Term Care Facility improvements and is subject to the 2% circuit breaker cap.
AV – Farmland Subject to 2% Circuit Breaker Cap	581	592	12	N	Portion of AV - Total Land that is attributable to farmland and is subject to the 2% circuit breaker cap.
AV – Mobile Home Land Subject to 2% Circuit Breaker Cap	593	604	12	N	Portion of AV - Total Land that is attributable to mobile home land and is subject to the 2% circuit breaker cap.
AV – Land Subject to 3% Circuit Breaker Cap	605	616	12	N	Portion of AV – Total Land that is subject to the 3% circuit breaker cap.
AV – Improvements Subject to 3% Circuit Breaker Cap	617	628	12	N	Portion of AV – Total Improvements that is subject to the 3% circuit breaker cap.
AV – Personal Property Local	629	640	12	N	Assessed value of personal property that is locally assessed.
AV – Personal Property State	641	652	12	N	Assessed value of personal property that is state assessed.
AV – TIF	653	664	12	N	Allocated AV of property in a Tax Increment Financing (TIF) area.
Gross Assessed Value of Property This Year	665	676	12	N	Gross assessed value for the current pay year as reported on the TS-1.
Net Assessed Value This Tax Year	677	688	12	N	Total net assessed value for the current pay year as reported on the TS-1.

N/A (Local Tax Rate This Tax Year)	689	694	6	N	These positions will be ignored for CNAV purposes.
N/A (Gross Tax Due This Tax Year)	695	708	14	N	These positions will be ignored for CNAV purposes.
N/A (Local Tax Relief This Tax Year)	709	722	14	N	These positions will be ignored for CNAV purposes.
N/A (Property Tax Cap This Tax Year)	723	736	14	N	These positions will be ignored for CNAV purposes.
N/A (Total Property Tax Due This Tax Year)	737	750	14	N	These positions will be ignored for CNAV purposes.
N/A (Total Other Charges This Tax Year)	751	764	14	N	These positions will be ignored for CNAV purposes.
N/A (Total Current Year Overdue Taxes This Tax Year)	765	778	14	N	These positions will be ignored for CNAV purposes.

Filename = ADJCNAV

Column	Start	End	Length	Type	Comments/Format
Parcel Number or Property Number	1	25	25	A	ID must match PARCNAV Parcel Number or Property Number field. May be a single PARCNAV record to many ADJMENTS records relationship.
Adjustment Instance Number	26	28	3	N	Numeric value used to distinguish among multiple adjustment records for the same parcel. Note: the combination of Parcel Number or Property Number and the Adjustment Instance Number identifies a unique record within the county's ADJMENTS file.
Adjustment Type Code	29	29	1	A	Single code designating adjustment type. See code list 65. Data rows with Adjustment type code "C" will be disregarded by the CNAV process. Additional Codes using type code "S" are detailed below.
Adjustment Code	30	31	2	N	Adjustment code assigned to record. Numeric value used to distinguish among multiple adjustment records for the same property. Note: the combination of Parcel Number or Property Number, Adjustment Instance Number, and Adjustment Code identifies a unique record within the county's ADJMENTS file. Refer to code list 37. Additional codes, using type "S", are detailed below with additional instructions

Total Adjustment Amount	32	45	14	N	Total amount of adjustment. Must equal sum of Adjustment Amounts Subject to 1%, 2% and 3% Circuit Breaker Caps. Format 12.2 e.g., 00000013000050; Implied: 000000130000.50.
Adjustment Amount Subject to 1% Circuit Breaker Cap	46	59	14	N	Portion of Total Adjustment Amount that is attributable to AV subject to 1% Circuit Breaker Cap. Format 12.2 e.g., 00000013000050; Implied: 000000130000.50.
Adjustment Amount Subject to 2% Circuit Breaker Cap	60	73	14	N	Portion of Total Adjustment Amount that is attributable to AV subject to 2% Circuit Breaker Cap. Format 12.2 e.g., 00000013000050; Implied: 000000130000.50.
Adjustment Amount Subject to 3% Circuit Breaker Cap	74	87	14	N	Portion of Total Adjustment Amount that is attributable to AV subject to 3% Circuit Breaker Cap. Format 12.2 e.g., 00000013000050; Implied: 000000130000.50.
Starting Year	88	91	4	A	The year the adjustment started applied to abatements.
Number of Years	92	93	2	N	The number of years the adjustment is applicable as applied to abatements.

Adjustment codes for Adjustment Type “S” – Supplemental information for CNAV.

Only one adjustment record is expected per parcel number. Use an instance number of 1 unless otherwise specified.

Code	Description	Instructions
01	Annexation AV. Positive values represent Assessed Value that has been gained by the taxing district. Negative values represent Assessed value that has been lost by the taxing district.	Can be reported at the parcel-level or taxing district level. To use taxing district level, enter the adjustment instance number as 0, and replace the parcel number with the state-assigned taxing district code. Only enter a total adjustment amount for this code.
02	Withholding AV	Only enter a total adjustment amount for this code.
03	TIF Pass-through AV	Only enter a total adjustment amount for this code.