

HEADER RECORD

The HEADER RECORD must be placed as the first record in the CNAV1 and CNAV2 upload files.

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

Column	Start	End	Length	Type	Comment/Fort
Filename	1	10	10	A	Name of data file (e.g., CNAV1).
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.
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 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 format (e.g., 07/20/2013).
File Create Time	111	114	4	A	Time the file was created – format required is #### in military time (e.g., 1400).
Assessment Year	115	118	4	A	The assessment year specific to the data submission – format required is yyyy (e.g., 2013).
Pay Year	119	122	4	A	The tax payment year specific to the data submission – format required is yyyy (e.g., 2014).
Software Vendor Company	123	172	50	A	Full name of the vendor company preparing the data extract.
Software Package Name and Version	173	222	50	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	223	272	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	273	290	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 Email	291	340	50	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	341	440	100	A	Description of transmission. Comment field, free text.
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Certificate of Net Assessed Values Data File – Filename = CNAV1

Column	Start	End	Length	Type	Comment/Format
State-Assigned Tax District Number	1	3	3	A	Must be 3 digits as provided in Code List 60 (e.g., 026).
Net Assessed Valuation subject to the 1% circuit breaker cap	4	18	15	N	Real property net assessed value prior to AV withholding. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Net Assessed Valuation subject to the 2% circuit breaker cap	19	33	15	N	Real property net assessed value prior to AV withholding. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Net Assessed Valuation subject to the 3% circuit breaker cap	34	48	15	N	Real property net assessed value prior to AV withholding. This value should reflect real property only. Personal property AV should only be reflected in the Personal Property Net Assessed Valuation fields. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Real Estate Net Assessed Valuation	49	63	15	N	Total net assessed value prior to AV withholding. Amount equal to the sum of the three immediately prior fields. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).

Business Personal Property Net Assessed Valuation	64	78	15	N	Business personal property total net assessed value prior to AV withholding. Note that this field does not include State-assessed personal property AVs. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
State-assessed Utility Personal Property Net Assessed Valuation	79	93	15	N	State-assessed utility personal property total net assessed value prior to AV withholding. The gross values are contained in the Department-generated UTILITYAV file. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
State-assessed Rail Personal Property Net Assessed Valuation	94	108	15	N	State-assessed rail personal property total net assessed value prior to AV withholding. The gross values are contained in the Department-generated RAILAV file. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Personal Property Net Assessed Valuation	109	123	15	N	Total personal property net assessed value prior to AV withholding. Amount equal to the sum of the three immediately prior fields. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Assessed Valuation of TIF Real Estate	124	138	15	N	Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).

Assessed Valuation of TIF Personal Property	139	153	15	N	Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Assessed Valuation Withholding	154	168	15	N	Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Adjusted Net Assessed Valuation	169	183	15	N	Amount equal to Real Estate Net Assessed Valuation plus Personal Property Net Assessed Valuation minus Assessed Valuation of TIF Real Estate minus Assessed Valuation of TIF Personal Property minus Assessed Valuation Withholding. Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Assessed Valuation of TIF Released	184	198	15	N	Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).
Assessed Value Changes for Annexations First Effective This Year	199	214	15	N	Format should have leading zeros (e.g., 000000325625472 equates to \$325,625,472).

Certificate of Net Assessed Values Data File – 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).