

NAP File Data Fields for 2011 Roll Submittal (11/12/09)
Per 193.114 F.S.
Comma Delimited Format Only

Revised Data Fields		Differences from 2010 Data Field Layout	Description of Revised Data Fields	Specifications
1	County number		Department of Revenue county number. Currently first two digits of "unique account number" field	Numeric Field 2 Characters**
2	Unique account number		Account number no longer includes county number	Alphanumeric Field Up to 20 Characters
3	Taxing Authority Code		Same code as used for Real Property	Alphanumeric Field 5 Character
4	File type		"P" for Personal	Alpha Field 1 Character**
5	Assessment year		4 digit year	Numeric field 4 Characters**
6	NAICS Code		Report NAICS code only	Numeric Field 6 Characters**
7*	Furniture, fixtures and equipment at Just Value			Numeric Field Up to 12 Characters
8*	Leasehold Improvements Just Value			Numeric Field Up to 12 Characters
9	Total Just Value			Numeric Field Up to 12 Characters
10	Total Assessed Value			Numeric Field Up to 12 Characters
Pollution control devices under s. 193.621F.S. (enter value only for portion of property assessed as a pollution control device)				
11*	Pollution Control Devices: Just Value		Enter just value of pollution control devices assessed under s. 193.621, F.S. Value should also be included in item #s 7 and 9.	Numeric Field Up to 12 Characters
12*	Pollution Control Devices: Assessed Value		Enter assessed value of pollution control devices assessed under s. 193.621, F.S. Value should also be included in item # 10.	Numeric Field Up to 12 Characters
13*	Total Exemption Value		Exemption value should equal total of exemption values listed in field 34.	Numeric Field Up to 12 Characters
14	Total Taxable Value		Should equal total assessed value minus total exemption value.	Numeric Field Up to 12 Characters
15*	Penalty Rate			Numeric Field 2 Characters
16	Owner's Name			Alphanumeric Field

* If not applicable, leave blank.

** If applicable, all characters must be entered.

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				Up to 30 Characters
17	Owner's mailing address			Alphanumeric Field Up to 40 Characters
18	City of owner			Alphanumeric Field Up to 40 Characters
19	State or country of owner			Alphanumeric Field Up to 25 Characters
20	Zip Code of owner			Numeric Field 5 Characters
21	Owner's state of domicile		Enter postal abbreviation for state of domicile of the property owner. Enter "FC" if owner's domicile is in a foreign country.	Alpha Field 2 Characters
22*	Name of fiduciary responsible for paying taxes, if different from the owner.		Name and address should be that of the person or entity responsible for paying the bill, if different from the owner. Field should be completed only if property appraiser records indicate the fiduciary. Otherwise, leave blank.	Alphanumeric Field Up to 30 Characters
23*	Mailing address of fiduciary		See 22 above	Alphanumeric Field Up to 40 Characters
24*	City of fiduciary		See 22 above	Alphanumeric Field Up to 40 Characters
25*	State or country of fiduciary		See 22 above	Alphanumeric Field Up to 25 Characters
26*	Zip Code of fiduciary		See 22 above	Numeric Field 5 Characters
27*	Fiduciary Type Code		If a fiduciary is responsible for paying the bill, enter code indicating the type of fiduciary. Codes are: "1" = personal representative; "2" = financial institution; "3" = other.	Numeric Field 1 Character**
28*	Confidentiality code		"1" for Confidential Record Otherwise field should be blank	Numeric Field 1 Character**
29	Physical location of property – Street Address			Alphanumeric Field Up to 40 Characters
30	Physical location of property – City			Alphanumeric Field Up to 40 Characters
31	Physical location of property – Zip Code			Numeric Field 5 Characters

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32	Filler			Alphanumeric Field 2 Characters**
33*	Alternate Key			Numeric Field 10 Characters
34*	Exemptions – Field listing all exemptions applicable to account. Format is exemption code, semicolon, exemption value, semicolon, for each applicable exemption.		Each exemption applicable to the account must be identified separately by its code number. The format within the commas delimiting this field is exemption code, semicolon, exemption value, semicolon, for each applicable exemption. Example: ...,I;500;K;500;M;25000,... This field must end with a comma. The code for the \$25,000 TPP exemption is 'M'.	Variable Field Reference: DOR Exemption Codes
35*	Account Number Change Field		If formatting of account numbering system has changed since the last tax roll submission, enter the previous account number. Otherwise, leave blank.	Alphanumeric Field Up to 20 Characters
36*	File Sequence No.			Numeric Field 8 Characters

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