



State of Florida
Department of Revenue

Property Tax Administration

Florida Administrative Code

12D-8.013 Submission of Computer Tape Materials to the Department.

(1) All submitted tapes shall meet the following technical requirements, unless written approval to do otherwise is granted by the Executive Director for good cause shown.

(a) Character set (display) - EBCDIC (Extended Binary Coded Decimal Interface Code).

(b) One-half inch standard magnetic tape, 9 track, odd parity, 800, 1600, or 6250 BPI (Bits Per Inch).

(c) No label records.

(2) For each submission of tape(s), a transmittal document showing the following information shall be enclosed:

(a) Character set

(b) Density

(c) Leading tapemark (yes or no)

(d) Record layout (if not specified by these rules)

(e) Record format data elements description (if not specified by these rules)

(f) The transmittal document for the Standard Name-Address-Legal (N.A.L.) file shall indicate:

1. Whether effective year built or actual year built is shown for each improved parcel, and

2. Whether adjusted area or total living area is shown for each improved residential parcel.

(3) Each property appraiser shall submit a computer tape copy of the following files to the Department on or before the dates indicated. STANDARD FILES are defined under Paragraph (6) of this rule.

(a) The STANDARD N.A.L. File: No later than the submission date for the initial real property assessment roll. This file shall contain information current at the time of publication of the initial real property assessment roll, including a computer tape copy of real estate transfer data current to December 31st of the previous calendar year. Upon request by the Department, another submission is required no later than 30 days following extension of the tax rolls pursuant to Rule 12D-8.015, F.A.C.

(b) The Master Appraisal File, if one exists: No later than the submission date for the initial real property assessment roll. This file shall contain information current at the time of publication of the initial real property assessment roll. The record layout shall be that used locally, provided that the requirements of subsection (1) above are met.

(c) The previous year standard N.A.L. file: No later than the submission date for the current year real property assessment roll in the event that the county has completely or partially changed parcel numbering since the previous roll other than routine splits, deletions and combinations. This file shall have coded thereon an "alternate key" to facilitate the translation of the old parcel numbers to the new parcel numbers.

(4) Each property appraiser shall submit a computer tape copy of the following file to the Department on or before the

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date indicated:

(a) The STANDARD N.A.P. File: No later than the submission date for the initial tangible personal property assessment roll. This file shall contain information current at the time of publication of the initial tangible personal property assessment roll. Upon request by the Department another submission is required no later than 30 days following extension of the tax rolls pursuant to Rule 12D-8.015, F.A.C.

(b) The previous year standard N.A.P. file: No later than the submission date for the current year tangible personal property assessment roll in the event that the county has completely or partially changed account numbering since the previous roll other than routine attrition or addition of accounts. This file shall have coded thereon an "alternate key" to facilitate the translation of the old account numbers to the new account numbers.

(5) In those counties subject to an in-depth review, pursuant to section 195.096, Florida Statutes, and if requested in writing by the Executive Director, the property appraiser shall submit a computer tape copy of the following files to the Department on or before the dates indicated, provided that submission shall not be required earlier than 30 days following mailing of the request by the Executive Director.

(a) The STANDARD N.A.L. file containing real estate transfer data current to December 31, and all other data current at the time of publication of the revised (extended) real property assessment roll: No later than January 31.

(b) The STANDARD Deletions, Splits, and Combinations (D.S.C.) File, if one exists: No later than the submission date for the Initial Real Property Assessment Roll.

(6) Record Layouts for STANDARD FILES. Property appraisers are not required to keep data in the standard file layouts for day-to-day operations. However, they are required to merge and/or reformat their existing files to the standard file layout as appropriate when submitting computer tape materials to the Department.

(a) The STANDARD N.A.L. File shall be formatted as follows:

1. Record length-450 characters (fixed length).
2. Block length-3600 characters (8 records per block).
3. The following is a listing of the STANDARD N.A.L. File and is contained in an example form, Form DR -590 (incorporated by reference in Rule 12D-16.002, F.A.C.).

Name, Address, Legal (N.A.L.) File

Field No.	Field Label	Location			Field(1)	
		First	Last	Size	Type	Comments
1	Unique					
	Parcel No.	1	28	28	A/N	
	County No.	1	2	2	N	
	Parcel No.	3	28	26	A/N	Show 2 digit county code, local parcel number, and space fill the remaining digits to 28
2	Roll type	29	29	1	A	"R" for real
3	Roll year	30	31	2	N	
4	D.O.R. land use code	32	35	4		All numeric

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except for
notes and
header records

5	Special assessment code	36	36	1	N	
6	Total just value	37	45	9	N	
7	Total assessed value	46	54	9	N	Classified use value, including homestead property, if applicable; otherwise just value
8	Total taxable value for operating purposes	55	63	9	N	
9	New construction value or deletion value	64	72	9	N	Signed field; negative value indicates deletion
10	Land value	73	81	9	N	Classified use value of land, if applicable; otherwise just value of land
11	Land units code	82	82	1	N	Use land -unit-of- value code here.
12	Number of land units	83	88	6	N	Assume two decimal places for acreage.
13	Square footage	89	97	9	N	Assume no decimal places for square feet.
14	Improved quality	98	100	3	A/N	
15	Construction class	101	101	1	N	
16	Filler	102	102	1	A	Space Fill
17	Effective or actual year built of major improvement	103	106	4	N	
18	Total living area (or adjusted area) or usable area if non-residentia	107	113	7	N	
19	Number of buildings	114	115	2	N	

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H= Husb. W=
Wife O= Other
"H", "W", or
"O"

45	Co-Applicant's SSN	367	375	9	N	
46	Personal exemption flags	376	376	1	A/N	Use numeric "0" or "A" thru "Z"
47	Other exemption value	377	383	7	N	
48	Amount of homestead exemption	384	388	5	N	
49	Amount of widow(er) exemption	389	393	5	N	
50	Amount of disabled exemption	394	400	7	N	
51	Amount of renewable energy exemption	401	407	7	N	
52	Group Number/ Confidentiality Code	408	409	2	N	First Character Always "0" Will be assigned by Department of Revenue For second character "0" Otherwise any confidential parcels should be indicated with code "1"
53	Neighborhood code	410	417	8	A/N	
54	Public land	418	418	1	A	
55	Taxing authority code	419	422	4	A/N	First two digits indicate municipality
56	Parcel location Township	423	431	9	A/N	
		423	425	3	A/N	2 numeric, 1 alpha
	Range	426	428	3	A/N	2 numeric, 1 alpha
	Section or Grant No.	429	431	3	N	Right justify
57	Alternate key	432	444	13	A/N	
58	Tax Roll Sequence No.	445	450	6	N	Numbers shall be assigned in the order

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parcels appear
on the
assessment
roll

(1)Field type legend:

A = Alphabetic

A/N = Alphanumeric

N = Numeric

(b) The STANDARD D.S.C. File (Deletions, Splits, and Combinations) shall be formatted as follows:

1. Record Length - 86 characters (fixed length)

2. Block length - 3440 characters (40 records per block)

Field No.	Field Label	Location			Field Type	Range of Values/
		First	Last	Size		Comments
1	Unique Parcel No.	1	28	28	A/N	No. of each parcel which splits, is deleted or combined.
	County No.	1	2	2	N	Show county code in 1st two digits; then local parcel number; then spaces through digit 28.
	Parcel No.	3	28	26	A/N	
2	DOR land	29	30	2	N	Use Code of use code above parcel
3	D.S.C. code	31	31	1	N	Delete = 1; split = 2; combination = 3
4	Total just Value	32	40	9	N	Previous roll value of deletion; current roll value if split or
5	Total Assessed Value (classified Use Value if appl.; other wise Just Value)	41	49	9	N	
6	Total taxable value for operating purposes	50	58	9	N	combination (fields 4 through 6)
7	Parent parcel No.	59	84	26	A/N	If entry applies to splits or combinations. Otherwise space fill.
8	Parent DOR land use code	85	86	2	N	If entry applies to splits or combinations.

A = Alphabetic

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A, N = Alphanumerics

F = Floating Point

N = Numeric

(c) The standard N.A.P. file shall be formatted as follows:

1. Record length -- 290 characters (fixed length)
2. Block length -- 3480 characters (12 records per block)

3. The following is a listing of the STANDARD N.A.P. File and is contained in an example form, Form DR -592 (incorporated by reference in Rule 12D-16.002, F.A.C.).

Field No.	Field Label	Location		Field Size	Field Type	Range of Values/ Comments
First	Last					
1	Unique Account No.	1	17	17	A/N	Show 2 digit county code, local account number, and space fill the remaining digits to 17.
	County No.	1	2	2	N	
	Account No.	3	17	15	A/N	
2	Taxing Authority Code	18	21	4	A/N	Same code as used for real property
3	Roll Type	22	22	1	A	"P" for personal
4	Roll Year	23	24	2	N	Last two digits of year
5	CSN Code	25	25	1	A	Flag indicating use of Class(C), SIC(S) or NAICS(N) Codes
6	Class /SIC /NAICS Code	26	31	6	N	
7	Furniture, Fixtures, and Equipment; Materials and Supplies -- At Just Value	32	41	10	N	
8	Leasehold Improvements Just Value	42	51	10	N	
9	Pollution					

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	Control Devices	52	71	20	N	
	Just Value	52	61	10	N	
	Taxable Value	62	71	10	N	
10	Total Just Value	72	81	10	N	
11	Total Exemption Value	82	91	10	N	
12	Exemption Type	92	92	1	A	Alphabetic character to be designated by Department of Revenue
13	Total Taxable Value	93	102	10	N	
14	Penalty Rate	103	104	2	N	
15	Taxpayer Name	105	134	30	A/N	
16	Taxpayer Mailing Address	135	164	30	A/N	
17	City	165	194	30	A/N	
18	State or Country	195	214	20	A/N	Include Zip Code
19	Physical Location of Property	215	274	60	A/N	
	Street Address	215	244	30	A/N	
	City	245	274	30	A/N	
20	Filler	275	276	2	A/N	Reserved for future use.
21	Alternate Key	277	282	6	N	See 12D - 8.011(2)(v), F.A.C.
22	Tax Roll Sequence No.	283	290	8	N	Numbers shall be assigned in the order accounts appear on the assessment roll.

A = Alphabetic
A/N = Alphanumeric
N = Numeric

Specific Authority 195.027(1), 213.06(1) FS. Law Implemented 195.027, 195.096, 213.05 FS. History 7-17-80, 9-30-82, Formerly 12D-8.13, Amended 12-27-94, 12-31-98, 1-2-01. --New 12-7-76, Amended