

**PROPERTY TAX FREEZE
FILE SPECIFICATION SHEET**

TRANSMITTER RECORD	FIELD NAME	FORMAT	START	LENGTH	DESCRIPTION
	RECORD IDENTIFIER	TEXT	1	1	Constant "T"
	SUBMIT DATE	DATE	2	8	MMDDYYYY
	TRANSMITTER'S ID NUMBER	TEXT	10	11	Transmitter's federal EIN or NYS tax identification number; left justify and fill with spaces; no hyphens in number
	TRANSMITTER'S NAME	TEXT	21	40	Organization transmitting the file; left justify and fill with spaces
	VENDOR INDICATOR	TEXT	61	1	"Y" if Vendor supplying file, "N" if Vendor not supplying file.
	FILE DESCRIPTION	TEXT	62	30	Optional, use when sending partial file or to explain special circumstance Left justify and fill with spaces
	SWIS COUNTY	TEXT	92	2	Primary 2 digit County code
	SWIS TOWN	TEXT	94	2	Primary 2 digit Town code
	SWIS VILLAGE	TEXT	96	2	Primary 2 digit Village code
	ORPTS SCHOOL CODE	TEXT	98	6	Primary 6 digit ORPTS School code, fill with zeros if not school
	TAX ROLL TYPE	TEXT	104	2	From list of valid codes in the explanation section
	LEVY YEAR	TEXT	106	4	Enter the year when the taxes are levied, "2014" or "2015"
	CONTACT NAME	TEXT	110	30	Name of person submitting the file, left justify and fill with spaces
	CONTACT PHONE NUMBER	TEXT	140	16	Contact telephone number and extension; left justify and fill with spaces
	CONTACT EMAIL ADDRESS	TEXT	156	30	Contact email address; left justify and fill with spaces
	FILLER	TEXT	186	3997	Spaces

PROPERTY INFORMATION

FIELD NAME	FORMAT	START	LENGTH	DESCRIPTION
RECORD IDENTIFIER	TEXT	1	1	Constant "D"
*SWIS	TEXT	2	6	6 digit SWIS code where the parcel is located with leading zeros
*SBL ID	TEXT	8	30	Local identifier for parcel, left justify and space fill
*SECTION	TEXT	38	3	3 digit Section Code with leading zeros
*SUBSECTION	TEXT	41	3	3 digit Sub Section Code with leading zeros
*BLOCK	TEXT	44	4	4 digit Block with leading zeros
*LOT	TEXT	48	3	3 digit Lot with leading zeros
*SUB LOT	TEXT	51	3	3 digit Sub Lot with leading zeros
*SUFFIX	TEXT	54	4	4 digit Suffix with leading zeros
PRINT KEY	TEXT	58	30	Print key, left justify and space fill
PROPERTY STREET NUMBER	TEXT	88	10	Property address street number, left justify and fill with spaces
PROPERTY STREET NAME	TEXT	98	30	Property address street name, left justify and fill with spaces
OWNER UNIT NUMBER	TEXT	128	10	Property address unit number. Required for condos and apartments only Left justify and fill with spaces
ORPTS SCHOOL CODE	TEXT	138	6	6 digit ORPTS School Code
PROPERTY CLASS CODE	TEXT	144	3	3 digit Property Class Code
OWNER 1 NAME	TEXT	147	40	Name to appear on check. Surname, space, first name, space, middle initial Left justify and fill with spaces
OWNER 2 NAME	TEXT	187	40	Second name to appear on check; fill with spaces if not applicable
ADDITIONAL NAME	TEXT	227	30	Use for attn., c/o, or trustee name; fill with spaces if not applicable
MAIL ADDRESS 1	TEXT	257	30	First line of address where check will be mailed
MAIL ADDRESS 2	TEXT	287	30	Second line of address where check will be mailed. Fill with spaces if not needed
CITY	TEXT	317	30	City Information. Left-justify and fill with spaces
STATE	TEXT	347	2	2 digit abbreviated state information. Use standard FIPS postal abbreviation
ZIP	TEXT	349	9	Left-justify and fill with spaces; no hyphens
COUNTRY	TEXT	358	25	Provide country code or name; fill with spaces if not needed.

EXEMPTION INFORMATION

FIELD NAME	FORMAT	START LENGTH		DESCRIPTION
EXEMPTION CODE	TEXT	383	5	ORPTS Exemptions code that exist on the parcel (One per exemption code)
EXEMPTION NAME	TEXT	388	10	Name of the exemption on the parcel (One per exemption code)
EXEMPTION VALUE	NUMERIC	398	13	Assessed value of each exemption on the parcel (One per exemption code) No decimal point.
EXEMPTION PURPOSE	TEXT	411	11	Applicability of each exemption on parcel (One per exemption code)
EXEMPTION FULL VALUE	NUMERIC	422	13	Full value on each exemption on parcel (One per exemption code) No decimal point.
EXEMPTION INFO #2		435	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #3		487	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #4		539	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #5		591	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #6		643	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #7		695	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #8		747	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #9		799	52	Repeat all Exemption Information Fields Above for each exemption
EXEMPTION INFO #10		851	52	Repeat all Exemption Information Fields Above for each exemption
FILLER		903	104	Spaces (Only once. Not needed for each occurrence.)

Exemption data groups can accommodate 10 repeating occurrences. If your file requires additional repetition, please email orpts.freeze@tax.ny.gov with subject line "Property Tax Freeze Data File Inquiry" and name of your taxing jurisdiction.

TAX LINE INFORMATION

FIELD NAME	FORMAT	START	LENGTH	DESCRIPTION
TAX JURISDICTION NAME	TEXT	1007	20	Name of tax being imposed as it appears on tax bill. One per tax line.
TAX JURISDICTION DESC	TEXT	1027	30	Literal description of taxing jurisdiction. One per tax line.
OSC MUNI CODE	TEXT	1057	12	12 digit OSC muni code. One per tax line.
TAX LEVY TYPE	TEXT	1069	1	From list of valid types in the explanation section. One per tax line.
TAX LEVY	NUMERIC	1070	15	Aggregate levy for taxing jurisdiction. No decimal point.
PROP TAX TYPE	TEXT	1085	1	Enter "A" for Ad Valorem or "U" for Unit/Usage charge. One per tax line. Fill with spaces if not applicable.
TAX CLASS	TEXT	1086	1	Used to identify homestead versus non-homestead parcels. One per tax line. From list of valid codes in the explanation section.
TAXABLE VALUE/# OF UNITS	NUMERIC	1087	(15,2)	Taxable Assessed Value or # of Units for each tax line on the tax bill before reduction for STAR . One per tax line. No decimal point.
TAX RATE/USAGE CHARGE	NUMERIC	1102	(11,6)	Tax rate per thousand for each tax line on the tax bill. One per tax line. No decimal point.
TAX DUE	NUMERIC	1113	(15,2)	Tax due for each line on tax bill before reduction for STAR . One per tax line. No decimal point.
TAX LINE INFORMATION #2		1128	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #3		1249	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #4		1370	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #5		1491	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #6		1612	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #7		1733	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #8		1854	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #9		1975	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #10		2096	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #11		2217	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #12		2338	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #13		2459	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #14		2580	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #15		2701	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #16		2822	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #17		2943	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #18		3064	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #19		3185	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #20		3306	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #21		3427	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #22		3548	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #23		3669	121	Repeat All Tax Line Information Fields above per tax line
TAX LINE INFORMATION #24		3790	121	Repeat All Tax Line Information Fields above per tax line
FILLER		3911	121	Spaces (Only once. Not needed for each occurrence.)

Tax Line Data Groups can accommodate 24 repeating occurrences. If your file requires additional repetition, please email orpts.freeze@tax.ny.gov with subject line "Property Tax Freeze Data File Inquiry" and name of your taxing jurisdiction.

PROPERTY SUMMARY

FIELD NAME	FORMAT	START	LENGTH	DESCRIPTION
TOTAL TAX DUE	NUMERIC	4032	(15,2)	Total amount of taxes due for the parcel after reduction for STAR. No decimal point.
TOTAL SCHOOL TAX DUE	NUMERIC	4047	(15,2)	Total school taxes billed after reduction for STAR. (This field should contain zeros for non-school data file). No decimal point.
TOTAL ASSESSED VALUE	NUMERIC	4062	(15,2)	Total Assessment Value before exemptions. No decimal point.
STAR SAVINGS AMOUNT	NUMERIC	4077	(15,2)	Total STAR savings for the parcel. (For files that include school tax bills only.) (This field should contain all zeros for non-school data). No decimal point.
FILLER	TEXT	4092	90	Spaces
END LINE	TEXT	4182	1	Constant "E"

FINAL RECORD

FIELD NAME	FORMAT	START	LENGTH	DESCRIPTION
RECORD IDENTIFIER	TEXT	1	1	Constant "F"
NUMBER OF "D" RECORDS	NUMERIC	2	10	Total number of "D" detail records on file, right-justify and zero fill. No decimal point.
FILLER	TEXT	12	4171	Spaces