

**STATE ASSESSED PROPERTIES  
Tax Certification Data File Layout**

*as of 1/2/2015*

Field Name	Start Position	Length	Data Type	- Example Data -		Notes
				Normal Value	Formatted File Value	
County Number	1	3	N	39	"039"	" 019 " = Davidson County; Left padded with zeros
City Number	4	3	N	413	"413"	" 479 " = City of Memphis; Left padded with zeros
SSD Taxes Y/N	7	1	A	Y or N	"N"	Are Special Service District Taxes included in SSD Taxes field, (Y)es or (N)o?
Company Code	8	8	A		"EC909090"	2 character alpha company type + 6 digit unique value
Company Name	16	40	A		"RUPP SERVICE GROUP"	
Address 1	56	40	A	<i>NOTE: In practice, Address 1, 2, &amp; 3 can be in different sequence than defined here depending on how companies supply their address to the state</i>	"TAX DEPARTMENT"	In care of; Examples: " <i>ATTN: FRANK RAMSEY</i> " " <i>DBA/RUPP TRANSPORT</i> "
Address 2	96	40	A		"SUITE 40507"	Examples: " <i>SUITE 99</i> " " <i>BLDG A, 9TH FLOOR</i> " " <i>SUITE 9, PMB 999</i> "
Address 3	136	40	A		"430 W VINE ST"	Street Addr or P.O. Box; Examples: " <i>9 SW MAIN BLVD</i> " " <i>P.O. BOX 99</i> "
City	176	40	A		"LEXINGTON"	
State	216	40	A		"TN"	2 character state code; Examples: " <i>KY</i> " " <i>MO</i> " " <i>CA</i> " " <i>NY</i> "
Zip	256	5	N	38125[-2012]	"38351"	Always 5 numeric characters
Zip2	261	4	N	[38125-]2012	"2012"	Either 4 numeric characters or 4 blank spaces
Assessment	265	11	N	\$250,000	"00000250000"	Left padded with zeros; does not include cents
Tax Rate	276	5	N	\$2.50	"25000"	\$2.50 rate = "25000"; \$.67 rate = "06700"
Taxes	281	11	N	\$2,500.50	"00000250050"	Left padded with zeros; last two characters are the cents value
SSD Taxes	292	11	N	\$500	"00000050000"	Left padded with zeros; last two characters are the cents value
Tax Year	303	4	N		"2014"	
Filler	307	3	[N]		"000"	Always "000"; 3 character field is only a filler
Receipt Number	310	7	N	3900008	"3900008"	2 digit County + 5 digit sequence; both fields left padded with zeros
<b>Total File Length =</b>			<b>316</b>	<i>N=Numeric; field contains ONLY numbers</i> <i>A=Alphanumeric; field can contain numbers and / or letters</i>		