

Direct Charge Layout Specifications

Media:

Email: propertytax.auditor@co.nevada.ca.us

File Format – Must be .txt:

The file must be formatted as a **text file without headers**, using one of the following formats:

1. Tab Delimited Format – (**Preferred**) Fields are separated by tabs.
APN Amt Tax code Desc
012010012000(tab)114.00(tab)61500(tab)FireDistrB
2. Quote/Comma Delimited – (recommended) – Fields are enclosed by quotation marks and separated by commas.
APN Amt Tax code Desc
"012010012000","114.00","61500","FireDistrB"
3. Comma Delimited – Fields are separated by commas.
APN Amt Tax code Desc
012010012000,114.00,61500,FireDistrB
4. Fixed-length Format – Fields are run together without separation. All fields, except the description field, must be "left zero filled".
APN Amt Tax code Desc
0120100120000000001140061500FireDistrB

There can be none of the following in your file, or it will not load into our system:

1. **No dashes in any field**
2. **No spaces at the end of rows or end of document**
3. **No dollar signs**
4. **No zero charges**
5. **No duplicate parcels**
6. **No odd amounts (even only, divisible by 2)**

The fields must contain the following:

Field 1 – APN	The Assessor's 12 digit parcel number
Field 2 – AMOUNT	The amount to be billed to the taxpayer
Field 3 – TAX CODE	5 digit tax code. Crosswalk is attached
Field 4 – DESC	An optional field of ten digits is provided for your district identification. The description must be the same for every Assessor's parcel number (APN) coming from one district or agency

Any file not submitted in one of the approved formats will be returned immediately for correction.