

NAP File Data Fields for 2016 Roll Submittal (2/2/16)
Section 193.114, F.S.
Comma Delimited Format Only

Revised Data Fields		Differences from 2014 Data Field Layout	Description of Revised Data Fields	Specifications
1	County number		Department of Revenue county number	Numeric Field 2 Characters**
2	Unique account number			Alphanumeric Field Up to 20 Characters
3	Taxing Authority Code		Same code as used for real property	Alphanumeric Field 5 Characters
4	File type		“P” for personal	Alpha Field 1 Character**
5	Assessment year		Four-digit year	Numeric field 4 Characters**
6	NAICS Code (2012)		PA should use the 2012 version of the NAICS codes and the Florida-specific codes available on PTO’s website.	Numeric Field 6 Characters**
7*	Furniture, fixtures, and equipment 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. 193.621, F.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. Also include values in fields 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. Also, include value in field 10.	Numeric Field Up to 12 Characters
13*	Total Exemption Value		Exemption value should equal total of exemption values 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 Up to 30 Characters
17	Owner’s mailing address			Alphanumeric Field Up to 40 Characters

* If not applicable, leave blank.

** If applicable, all characters must be filled.

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18	Owner's city			Alphanumeric Field Up to 40 Characters
19	Owner's state or country			Alphanumeric Field Up to 25 Characters
20	Owner's ZIP Code		If non-U.S. address, leave blank.	Numeric Field 5 Characters
21	Owner's state of domicile		Enter the postal abbreviation for the property owner's state of domicile. 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		Enter the name and address of the person or entity responsible for paying the bill, if different from the owner. Complete this field only if property appraiser records indicate the fiduciary. Otherwise, leave it blank.	Alphanumeric Field Up to 30 Characters
23*	Fiduciary's mailing address		See 22 above	Alphanumeric Field Up to 40 Characters
24*	Fiduciary's city		See 22 above	Alphanumeric Field Up to 40 Characters
25*	Fiduciary's state or country		See 22 above	Alphanumeric Field Up to 25 Characters
26*	Fiduciary's ZIP Code		See 22 above	Numeric Field 5 Characters
27*	Fiduciary Type Code		If a fiduciary is responsible for paying the bill, enter the code indicating the type of fiduciary. Codes are: 1 = personal representative; 2 = financial institution; 3 = other.	Numeric Field 1 Character**
28*	Confidentiality code		Enter '1' for confidential record Otherwise, the field should be blank.	Numeric Field 1 Character**
29	Property's physical location – Street Address			Alphanumeric Field Up to 40 Characters
30	Property's physical location – City			Alphanumeric Field Up to 40 Characters
31	Property's physical location – ZIP Code			Numeric Field 5 Characters
32	Filler		Reserved for future use.	Alphanumeric Field 2 Characters**

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33*	Alternate Key		This optional entry reflects the alternate key identifier if the county uses an alternate key system.	Numeric Field 10 Characters
34*	Exemptions – Field listing all exemptions applicable to account		Separately identify each exemption applicable to the account by its code number. The format for each applicable exemption in the commas delimiting this field is exemption code, semicolon, exemption value, semicolon. 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 the account numbering system's format 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 Number			Numeric Field 8 Characters

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