

Guide to Preparing Non Ad Valorem Reports and Rolls

Electronic Submission of Assessment Rolls. The Department has established a procedure for the electronic submission of assessment rolls and encourages all counties to submit assessment rolls through the File Transfer Protocol (FTP) website. All Non Ad Valorem files should be placed within the main county root directory. For questions or assistance about connectivity issues, contact Charles Russell at (850) 617-8867 or (e-mail: RussellC@dor.state.fl.us). In case of prolonged electronic transfer problems, the Department will still accept assessment rolls on a compact disk, provided the county follows the required file naming conventions.

The SFTP client to be downloaded and installed on your PC to be able to upload the files on the FTP server is found at <http://www.coreftp.com/download/coreftplite.exe> . The ftp server name is <ftp.dor.state.fl.us>.

The user name and password are the same from previous years.

Specifications for Comma Delimited Text Files (NAVD & NAVN)

1. Field names or header row are not to be included
2. Field values should be separated by commas
3. No comma at the end of record
4. The value of individual and total assessments should include a decimal point to denote dollars & cents

Table N contains parcel account records

- File naming convention for table N is NAVN110901.TXT (Example)
- NAVN designates this is the parcel account table
- 11 is county number, 09 is year and 01 is submission number
- NAVN110902.TXT is an example of a second submission

Table D contains assessment detail records

- File naming convention for table D is NAVD110901.TXT (Example)
- NAVD designates this is the assessment details table
- 11 is county number, 09 is year and 01 is submission number
- NAVD110902.TXT is an example of a second submission.

File Specifications for Excel file

DR-503NA summary report

- Use the official form from the DOR website
- File naming convention for DR-503NA is DR503NA110901.xls
- DR503NA designates this is the summary table
- 11 is county number, 09 is year and 01 is submission number
- DR503NA110902.xls is an example of a second submission.

Do not modify the excel form. Do not add columns or change headers. You may add rows as needed to include all levies.

Completion of the DR-503NA

Each record in the DR503NA form corresponds to a unique levy ID showing the total number of parcels and the total amount levied, classified by local government, function, and basis codes. No duplicated levy IDs are allowed.

This excel report is a summary by levy identification number (levy ID) of the NAV_D table, both must balance in the total number of parcels and the total amount levied. Each line and field of the excel report should be complete. No blanks should be left on any levy id line.

Send a signed copy of the DR-503NA (pdf) along with the excel version. Both can be posted to the ftp site. Please be sure to include contact information on the form.

How the NAV_N, NAV_D, and the form DR503NA (excel report) are related

Each record in the NAV_D table corresponds to a single assessment, classified according to government and function codes. A parcel ID can appear more than once since a property can have more than one assessment.

Each record in the NAV_N table corresponds to a single parcel showing the total assessment amount levied and the number of assessments. No duplicated parcels IDs are allowed.

Since table N is a summary by parcel of table D, both must balance in the total amount levied, which means that the sum of assessment amount (field 7 in table D) must equal the sum of the total assessment amount (field 6 in table N).

Value of assessments and individual assessments should include a decimal point to denote dollars & cents

Standard Codes

Levy ID codes used on DR-503NA must match levy id codes on NAVD file.

Use the codes provided on tax roll file formats for each field. Do not add or change codes or definitions. If you have questions about how to code specific information contact Stella Gomez at Gomezst@dor.state.fl.us or 850-617-8852.

Review of the reports

The department will review all of the reports submitted and check to see that the summary matches the detailed assessment and parcel reports provided. Checks for appropriate coding of levies will also be done. Any discrepancies will be reported to the county and they will be asked to correct the information and resubmit the necessary files.

Information for the current year non ad valorem rolls will also be summarized and used in statewide and county level reports posted on the DORWeb for the public and decision-makers.