

**NAP File Data Fields for 2009 Roll Submittal (1/26/09)**  
**Superseding Rule 12D-8.013, F.A.C (2007)**  
**Comma Delimited Format Only**

**R. 1/09**  
**Rule 12DER08-xx**  
**Florida Administrative Code**  
**Effective 1/09**

Previous Data Fields		Revised Data Fields			Description of Revised Data Fields	Specifications
1	County number	1	County number		Department of Revenue county number. Currently first two digits of "unique account number" field	Numeric Field 2 Characters**
2	Unique account number	2	Unique account number		Account number no longer includes county number	Alphanumeric Field Up to 20 Characters
3	Taxing Authority Code	3	Taxing Authority Code		Same code as used for Real Property	Alphanumeric Field 4 Character
4	Roll type	4	Roll type		"P" for Personal	Alpha Field 1 Character**
	Roll year	5	Roll year		4 digit year	Numeric field 4 Characters**
6	NAICS Code	6	NAICS Code		Report NAICS code only	Numeric Field 6 Characters**
7	Furniture, fixtures and equipment at Just Value	7	Furniture, fixtures and equipment at Just Value			Numeric Field Up to 12 Characters
8	Leasehold Improvements Just Value	8	Leasehold Improvements Just Value			Numeric Field Up to 12 Characters
9	Pollution Control Just Value			Moved to # 11		
10	Total Just Value	9	Total Just Value			Numeric Field Up to 12 Characters
		10	Total Assessed Value	New		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	Moved from # 9	Enter just value of pollution control devices assessed under s. 193.621, F.S. Value should also be included in item #s 7 and 9.	Numeric Field Up to 12 Characters
		12	Pollution Control Devices: Assessed Value	New	Enter assessed value of pollution control devices assessed under s. 193.621, F.S. Value should also be included in item # 10.	Numeric Field Up to 12 Characters
11 *	Total Exemption Value	13*	Total Exemption Value		Exemption value should equal total of exemption values listed in field 34.	Numeric Field Up to 12 Characters
12	Total Taxable Value	14	Total Taxable Value		Should equal total assessed value minus total exemption value.	Numeric Field Up to 12 Characters
13	Penalty Rate	15	Penalty Rate			Numeric Field 2 Characters

\* If not applicable, leave blank.

\*\* If applicable, all characters must be entered.

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14	Taxpayer Name	16	Owner's Name	Revised		Alphanumeric Field Up to 30 Characters
15	Taxpayer mailing address	17	Owner's mailing address	Revised		Alphanumeric Field Up to 40 Characters
16	City	18	City of owner	Revised		Alphanumeric Field Up to 40 Characters
17	State or country	19	State or country of owner	Revised		Alphanumeric Field Up to 25 Characters
18	Zip Code	20	Zip Code of owner	Revised		Numeric Field 5 Characters
		21	Owner's state of domicile	New	Enter postal abbreviation for state of domicile of the property owner. 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.	New	Name and address should be that of the person or entity responsible for paying the bill, if different from the owner. Field should be completed only if property appraiser records indicate the fiduciary. Otherwise, leave blank.	Alphanumeric Field Up to 30 Characters
		23*	Mailing address of fiduciary	New	See 22 above	Alphanumeric Field Up to 40 Characters
		24*	City of fiduciary	New	See 22 above	Alphanumeric Field Up to 40 Characters
		25*	State or country of fiduciary	New	See 22 above	Alphanumeric Field Up to 25 Characters
		26*	Zip Code of fiduciary	New	See 22 above	Numeric Field 5 Characters
		27*	Fiduciary Type Code	New	If a fiduciary is responsible for paying the bill, enter code indicating the type of fiduciary. Codes are: "1" = personal representative; "2" = financial institution; "3" = other.	Numeric Field 1 Character**
		28*	Confidentiality code	New	"1" for Confidential Record Otherwise field should be blank	Numeric Field 1 Character**
19	Physical location of property – Street Address	29	Physical location of property – Street Address			Alphanumeric Field Up to 40 Characters
20	Physical location of property – City	30	Physical location of property – City			Alphanumeric Field Up to 40 Characters
21	Physical location of property – Zip Code	31	Physical location of property – Zip Code			Numeric Field 5 Characters

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22	Filler	32	Filler			Alphanumeric Field 2 Characters**
23 *	Alternate Key	33*	Alternate Key			Numeric Field 10 Characters
24 *	Exemptions –New field listing all exemptions applicable to account. Format is exemption code, semicolon, exemption value, semicolon, for each applicable exemption.	34*	Exemptions – Field listing all exemptions applicable to account. Format is exemption code, semicolon, exemption value, semicolon, for each applicable exemption.		Each exemption applicable to the account must be identified separately by its code number. The format within the commas delimiting this field is exemption code, semicolon, exemption value, semicolon, for each applicable exemption. 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	New	If account number has changed since the last tax roll submission, enter the previous account number. Otherwise, leave blank.	Alphanumeric Field Up to 20 Characters
25 *	Tax Roll Sequence No.	36*	Tax Roll Sequence No.			Numeric Field 8 Characters

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