

File Specifications for Form 22 Upload to Gateway

<u>Header</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
File Name	1	10	10	A	Name of data file (i.e., FORM22).
County Code	11	12	2	A	State-designated county number (e.g., 23). See Code List 59.
County Name	13	32	20	A	State-designated county name (e.g., LAKE). See Code List 59.
County Contact Name	33	82	50	A	Full name of the individual at the county who can answer questions specific to this data extract (e.g., Robert Smith).
County Contact Phone #	83	100	18	A	Complete telephone number of the individual at the county who can answer questions specific to this data extract. Format required is ###-###-#### ##### (e.g., 219-555-5555 44444).
File Create Date	101	110	10	D	Date the file was created. Format required is mm/dd/yyyy (e.g., 12/20/2015).
File Create Time	111	114	4	A	Time the file was created. Format required is ##### in military time (e.g., 1400).
Software Vendor Company	115	164	50	A	Full name of the vendor company.
Software Package Name & Version	165	214	50	A	Complete name of the software package along with the version of the software used to build the data extract (e.g., ABC Tax and Billing System Version 2.0).
Software Vendor Contact Name	215	264	50	A	Full name of the individual at the vendor who can answer questions specific to the data extract (e.g., Robert Smith).

<u>Header</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
Software Vendor Contact Phone #	265	282	18	A	Complete telephone number of the individual at the vendor's company who can answer questions specific to this data extract. Format required is ###-###-#### ##### (e.g., 317-555-5555 44444).
Software Vendor Contact Email	283	332	50	A	Email address of the individual at the vendor's company who can answer questions specific to the extract (e.g., help@abcvendor.com).
Transmission Description	333	432	100	A	Description of transmission. Must begin with "December YYYY" or "June YYYY" where YYYY indicates the year (e.g., December 2015).

<u>Distribution Row</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
Year	1	4	4	A	Distribution year. Year listed should match budget order or additional appropriation year. Format is YYYY. (e.g., 2015).
County Code	5	6	2	A	State-designated county number (e.g., 23). See Code List 59.
Unit Type Code	7	7	1	A	One digit unit type code (e.g., 3). See Code List 57.
Unit Code	8	11	4	A	Four digit taxing unit code provided in county budget order (e.g., 0001).
Distribution Code	12	12	1	A	Distribution type descriptor <ul style="list-style-type: none"> • P – Property Tax • L – License Excise • X – Commercial Vehicle Excise • F – Financial Institution Tax • E – Examination of Records
Distribution Date	13	22	10	D	Date the funds were distributed. Format required is mm/dd/yyyy (e.g., 12/15/2015).
Amount	23	35	13	N	Amount of distribution. Format should not include commas, dollar signs, or decimal points. Format should include leading zeros. First character reserved for minus sign (-) to indicate negative amount. Last two characters reserved for tenths and hundredths place. Examples: (\$27.50) = -00000000002750 \$120,521.00 = 000000012052100 \$15,876.54 = 000000001587654
Entity Type	36	36	1	A	Indicates whether the row is for a fund or TIF district <ul style="list-style-type: none"> • F – Fund • T – TIF District

<u>Distribution Row</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Type</u>	<u>Comment/Format</u>
Entity Code	37	40	4	A	DLGF 4-digit Fund Code or modified TIF District Code. For TIF codes, the format is T###. The three digits should be the unique TIF district identifier assigned by the county auditor. Examples: Fund 0101: 0101 TIF District T30001: T001
Advance	41	41	1	N	Identifies whether the amount listed is an Advance <ul style="list-style-type: none"> • 0 – Final Distribution • 1 – Advance
Advance Date	42	51	10	D	Date the advance was issued. Format required is mm/dd/yyyy (e.g., 03/05/2016).
Warrant Number	52	61	10	A	Check number or ACH if the county would like to provide it.