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# *Florida*

## *Department of Revenue*

**Mass Transit (DR-309633) and Local Government (DR-309634)**

### **Flat & CSV Import File Specifications**

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**June, 2012**

**Version 2.0 2012**

**Import Specifications Created by: Florida Department of Florida (FDOR)  
Original Author: John Michalski, Information Processing, FDOR**

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**Version History**

<b>Version</b>	<b>Date</b>	<b>Revised By</b>	<b>Reason for Change</b>
1.3	11/2003	-----	1. Original Import Flat & CSV File specifications
2.0	06/2012	John Michalski	1. Updated specifications to clarify layout for Flat & CSV file format. 2. Created a note page 3. Created New Bulletin Page. 4. Added County Codes

## **Introduction**

Florida Department of Revenue has added **import** functionality for Local Government and Mass Transit to our internet site.

In order to access the website, go to the FDOR home page at: <http://dor.myflorida.com/dor>, click on “File and pay taxes and fees”, click on Motor fuel tax, select either Local Government user of diesel fuel or Mass transit system provider.

This functionality will be used to submit information to FDOR. The output file created using this specification will allow you to meet the Florida Local Government and Mass Transit filing requirements for Schedule of Receipts 1A – Tax Paid, 2A – Tax Unpaid and Disbursements 5A – Tax Paid, 6B – Tax Unpaid.

We encourage you to read the specifications thoroughly prior to creating your import file to help ensure accuracy and successful import of your data. To reduce the number of errors, please be sure that all required fields are populated accurately and completely.

You can contact the Florida Department of Revenue with questions concerning the testing of this import application at [e-services@dor.state.fl.us](mailto:e-services@dor.state.fl.us).

**Notes: Applicable to Flat and CSV files**

- **All License Types - Zip files are no longer acceptable.**
- **All License Types - Florida will always treat the last digit of the Gallon field as a tenth (.1). The decimal is implied. You must pad this field if you use whole numbers (0) in a flat or csv file.**
- **The DEP facility number consists of nine (9) digits. The first two (2) are the county code, followed by the seven (7) digit facility number. If your customer is not required to obtain a nine (9) digit facility number from the Department of Environmental Protection, you must insert the two (2) digit county code followed by seven 1's (e.g. Alachua = 01111111).**
- **If you do not provide the correct DEP facility number, the Department may select the county with the highest local option tax rate to assign your incomplete destination delivery transactions and a notice of additional tax due will be issued. You may also lose all of your collection allowance for failure to file a complete return.**
- **Non Required Fields – Use 999999999 if a Federal Employer Identification Number (FEIN), point of origin/destination, or document number is not required. See instructions specific to your applicable license type for examples of non required fields.**
- **Non acceptable Special Characters for FLAT & CSV FILES : = " \* | " : < > [ ] { } ` \ ' ; ( ) @ \$ # % , \_ / ? ~ & !.**

## County Code List

### COUNTY CODES

County code	County name	County code	County name	County code	County name
01	Alachua	24	Hamilton	47	Okeechobee
02	Baker	25	Hardee	48	Orange
03	Bay	26	Hendry	49	Osceola
04	Bradford	27	Hernando	50	Palm Beach
05	Brevard	28	Highlands	51	Pasco
06	Broward	29	Hillsborough	52	Pinellas
07	Calhoun	30	Holmes	53	Polk
08	Charlotte	31	Indian River	54	Putnam
09	Citrus	32	Jackson	55	Saint Johns
10	Clay	33	Jefferson	56	Saint Lucie
11	Collier	34	Lafayette	57	Santa Rosa
12	Columbia	35	Lake	58	Sarasota
13	Miami-Dade	36	Lee	59	Seminole
14	De Soto	37	Leon	60	Sumter
15	Dixie	38	Levy	61	Suwannee
16	Duval	39	Liberty	62	Taylor
17	Escambia	40	Madison	63	Union
18	Flagler	41	Manatee	64	Volusia
19	Franklin	42	Marion	65	Wakulla
20	Gadsden	43	Martin	66	Walton
21	Gilchrist	44	Monroe	67	Washington
22	Glades	45	Nassau		
23	Gulf	46	Okaloosa		

*Flat File*  
*Specifications*

# Flat File Import Specifications

Version 2.0 2012

(Fixed-Length Text) file contains a full data set.

N= Numeric value only

X= Alphanumeric value only

**Note:**

Florida will always treat the last digit of the Gallon field as a tenth (.1). The decimal is implied. You must pad this field if you use whole numbers (0) in a flat or csv file.

**Local Government / Mass Transit**

01 Receipt Schedule Record		Position in Record
03 Schedule Type (1A – Tax Paid, 2A – Tax Unpaid)	X 3	1 – 3
03 Product Type	X 3	4 - 6
03 Seller (Supplier) Name	X 26	7 - 32
03 Seller (Supplier) FEIN/DEPN	N 9	33 – 41
03 Seller (Supplier) IdType (FEIN or DEPN)	X 4	42 - 45
03 Date Received		
05 Date Received Month (MM)	N 2	46 - 47
05 Date Received Day (DD)	N 2	48 - 49
05 Date Received Year (YYYY)	N 4	50 - 53
03 Document Number	X 10	54 - 63
03 Sign Field for Net Gallons	X 1	64 - 64
‘+’ For Positive Value		
‘-’ For Negative Value		
03 Net Gallons Whole	N 9	65 - 73

**Local Government:**

01 Disbursement Schedule Record		Position in Record
03 Schedule Type (5A – Tax Paid, 6B – Tax Unpaid)	X 3	1 – 3
03 Product Type	X 3	4 - 6
03 Purchaser Name	X 26	7 - 32
03 Purchaser FEIN/DEPN	N 9	33 – 41
03 Purchaser IdType (FEIN or DEPN)	X 4	42 – 45
03 Date Shipped		
05 Date Shipped Month (MM)	N 2	46 - 47
05 Date Shipped Day (DD)	N 2	48 - 49
05 Date Shipped Year (YYYY)	N 4	50 - 53
03 Document Number	X 10	54 - 63
03 Sign Field for Net Gallons	X 1	64 - 64
‘+’ For Positive Value		
‘-’ For Negative Value		
03 Net Gallons Whole	N 9	65 - 73

**Flat File Example: For Receipts and Disbursements.**

<b>1A 065Supplier One</b>	<b>147258361FEIN050120121</b>	<b>+0000000105</b>
<b>1A B00Supplier Two</b>	<b>017258362DEPN050220122</b>	<b>+0000000200</b>
<b>2A 072Supplier Three</b>	<b>147258363FEIN050320123</b>	<b>+0000000305</b>
<b>2A D00Supplier Four</b>	<b>047258364DEPN050420124</b>	<b>+0000000400</b>
<b>5A 167Purchaser One</b>	<b>147258365FEIN050520125</b>	<b>+0000000505</b>
<b>5A 124Purchaser Two</b>	<b>067258366DEPN050620126</b>	<b>+0000000600</b>
<b>6B 227Purchaser Three</b>	<b>147258367FEIN050720127</b>	<b>+0000000705</b>
<b>6B 226Purchaser Four</b>	<b>077258368DEPN050820128</b>	<b>+0000000800</b>



*CSV File*  
*Specifications*

**Local Government / Mass Transit**

The file to be imported must be in an ASCII delimited format with the appropriate fields. Each line has the fields listed below and specifies the values associated with a single location. Each field is separated with a comma and lines are terminated with a CR/LF sequence. The file can have as many lines as necessary.

**Note:** When editing a CSV files, please preserve all leading zero(s) by using a text editor to ensure data accuracy.

In the list that follows the column labeled "FT" (for Field Type) indicates the following:

- NS      Numeric - no decimal points
- ND      Numeric - The last digit will always be processed as a tenth of a gallon.
- CS      Character String; Note: **Document Number not to exceed 10 characters.**
- DT      Date represented as a number in the form of MMDDYYYY, for example; 06302012.

**Tax Information Import File Format****Schedule of Receipts File Format**

<b>FIELD NAM</b>	<b>FT</b>	<b>FIELD</b>	<b>FIELD DESCRIPTION</b>
SCHEDULE	CS	Column A	Schedule Type
PRODUCT	NS	Column B	Product Type
S_NAME	CS	Column C	Supplier Name
S_FEIN/DEPN	CS	Column D	Supplier FEIN/DEPN
S_IdType	CS	Column E	Supplier Id Type (FEIN or DEPN)
D_RECEIVE	DT	Column F	Date Received
DOC_NUM	CS	Column G	Bill of Lading Number <b>(Not to exceed 10 characters)</b>
GALLONS	ND	Column H	Net Gallons

**Schedule of Disbursements File Format**

<b>FIELD NAM</b>	<b>FT</b>	<b>FIELD</b>	<b>FIELD DESCRIPTION</b>
SCHEDULE	CS	Column A	Schedule Type
PRODUCT	NS	Column B	Product Type
P_NAME	CS	Column C	Purchaser Name
P_FEIN/DEPN	CS	Column D	Purchaser FEIN/DEPN
P_IdType	CS	Column E	Purchaser Id Type (FEIN or DEPN)
D_SOLD	DT	Column F	Date Sold
DOC_NUM	CS	Column G	Bill of Lading Number <b>(Not to exceed 10 characters)</b>
GALLONS	ND	Column H	Net Gallons

**Note:**

Florida will always treat the last digit of the Gallon field as a tenth (.1). The decimal is implied. You must pad this field if you use whole numbers (0) in a flat or csv file.

**Example of CSV Receipts / Disbursements Import Txt**

1A,65,Supplier One,147258361,FEIN,05012012,1,105  
 1A,B00,Supplier Two,017258362,DEPN,05022012,2,200  
 2A,072,Supplier Three,147258363,FEIN,05032012,3,305  
 2A,D00,Supplier Four,047258364,DEPN,05042012,4,400  
 5A,167,Purchaser One,147258365,FEIN,05052012,5,505  
 5A,124,Purchaser Two,067258366,DEPN,05062012,6,600  
 6B,227,Purchaser Three,147258367,FEIN,05072012,7,705  
 6B,226,Purchaser Four,077258368,DEPN,05082012,8,800

<b>Example of CSV Receipts / Disbursements Import Data (Besure to remove the header information)</b>							
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Schedule Type	Product Type	Supplier/ Purchaser Name	Supplier/Purchaser FEIN/DEPN	IdType	Date Received	BOL	Net Gallons
1A	65	Supplier One	147258361	FEIN	05012012	1	105
1A	B00	Supplier Two	017258362	DEPN	05022012	2	2200
2A	072	Supplier Three	147258363	FEIN	05032012	3	3305
2A	226	Supplier Four	047258364	DEPN	05042012	4	4400
5A	65	Purchaser One	147258365	FEIN	05052012	5	5505
5A	124	Purchaser Two	067258366	DEPN	05062012	6	6600
6B	227	Purchaser Three	147258365	FEIN	05072012	7	7705
6B	226	Purchaser Four	077258368	DEPN	05082012	8	8800