

**Mecklenburg County, NC
Mortgage Company/Tax Servicing Company
Formatting Instructions for
Bulk Real Estate Tax Bill Requests and Payments**

****REVISED January 2018****

As stated in the accompanying notification, Autoagent is the preferred method for the submission of real estate tax bill requests and payments. If access to Autoagent is not available, both required files may be submitted via the specified ASCII format or an Excel spreadsheet.

Please follow the format requirements carefully to avoid delay in processing payment/request files or return of payment files for reformatting. Any interest that may accrue as a result of incorrect submissions will be the responsibility of the mortgage company.

*** We now have a maximum limit of 50,000 records per file. If your request/payment file exceeds 50,000 records, please divide the records and submit 2 or more files. ***

**** A maximum of 99 lenders (mortgage companies) can be included in one file. If more than 99 lenders are included in any payment, please divide the lenders and submit 2 or more files. ****

Each file must have corresponding balancing documentation, reports, and totals to ensure correct processing.

All files submitted for any of the mortgage processes must have a txt extension.

Please direct questions regarding file layout/formatting to
TaxTech@MecklenburgCountyNC.gov.

Please direct all other inquiries to our assistant fiscal analysts at (704) 336-6899 or
TaxMeck@MecklenburgCountyNC.gov.

STEP I. PRE-COMMITMENT/IDENTIFICATION OF PARCELS BY LENDER

Special Instructions: The number of property bills requested must be included in the e-mail, or written on the CD/DVD itself for each payment file submitted. The county will confirm this count by responding with a tally of those accepted, those rejected and an overall total. The request will be rejected if this information is not provided.

Media: The required media is e-mail attachment or CD/DVD. Files must be fixed length, ASCII Code, with each line terminated by a carriage return/line feed OR Excel Spreadsheet

Due Date: Requests are due by June 6, 2018

ASCII Data File Format:

Field No.	Field Type A=Alpha N=Numeric	Description	Position	Length
1	N	Lender Number (Assigned by Mecklenburg County). Left padded with zeroes. Data right justified	1 – 5	5
2		Filler	6	1
3	A	Lender Loan Number (Assigned by the lending institution) Left padded with zeroes	7 – 26	20
4		Filler	27	1
5	N	Parcel # (This is Mecklenburg County's real estate number identifying the property - consisting of 8 digits and an optional alpha suffix; there should be NO embedded hyphenation. Right padded with spaces. Data left justified	28 – 37	10
6		Filler	38 – 80	43
			Record Size	80

EXCEL SPREADSHEET FORMAT:

For those using an Excel spreadsheet in lieu of a fixed length, ASCII Code file, please use the following format:

Lender Number	Loan Number	Parcel Number
00634	00000000000000000000	17125391
00634	00000000000000000000	21302423
00625	00000000000000000000	00116130
00625	00000000000000000000	03131306
00625	00000000000000000000	12713102
00625	00000000000000000000	13110208

If you have misplaced or have not been assigned a lender number by Mecklenburg County, please contact our fiscal support specialists at 704-336-6899 or TaxMeck@MecklenburgCountyNC.gov. If you would like an Excel template, please contact TaxTech@MecklenburgCountyNC.gov.

STEP II. COUNTY PROVIDES BILLING INFORMATION TO LENDER

This information will be available for Autoagent users as of July 30, 2018 by logging on to www.autoagentsoftware.com.

Media: CD/DVD or e-mail, fixed length ASCII Code

Due Date: By September 1, 2018 file created and forwarded to the tax service or mortgage company.

Data File Format:

Field No.	Field Type A=Alpha, N=Numeric	Description	Position	Length
1	N	Lender Number (Assigned by Mecklenburg County)	1 - 10	10
2	A	Lender Loan Number (Assigned by the lending institution)	11 - 30	20
3	A	Delinquent Flag	31-31	1
4	N	Parcel number (This is Mecklenburg County's real estate number identifying the property - consisting of 8 digits and an optional alpha suffix; there should be NO embedded hyphenation.	32 - 51	20
5	N	Abstract number (Number assigned by Mecklenburg County used in conjunction with Tax Year, Year For and Billing Type Fields (listed below) to establish the new Bill Number.	52 - 61	10
6	N	Tax Year (Actual year in which taxes are billed)	62 - 65	4
7	N	Year For (Actual year for which the taxes were assessed)	66 -69	4
8	N	Billing Type (Listing Type + Seq Number)	70 - 75	6
9	A	Street Prefix	76 - 77	2
10	A	Street Number	78 - 83	6
11	A	Street Name	84 - 113	30
12	A	Street Type	114 - 137	24
13	A	Street Suffix	138 - 139	2
14	N	Zip Code	140- 144	5
15	A	Municipality	145 - 168	24
16	N	Real Property Value	169 -186	18
17	N	Total Personal Value	187 - 204	18
18	N	Principal Amount Due (xxxxxxx.xx)	205 - 215	11
			Record Size	215

STEP III. TAX BILL PAYMENTS

Special Instructions: The number of property bills requested must be included in the e-mail, or written on the CD/DVD itself for each payment file submitted. The county will confirm this count by responding with a tally of those accepted, those rejected and an overall total. The request will be rejected if this information is not provided.

Media: The required media is e-mail attachment or CD/DVD. Files must be fixed length, ASCII Code, with each line terminated by a carriage return/line feed. For those using an Excel spreadsheet in lieu of the payment file, please see the last page of this document for the file layout specifications.

Size Limit: 50,000 records per file and 99 lenders

Due Date: November 15, 2018.

Notes: Mecklenburg County requires that a list of all parcels being paid accompany the e-mail attachment or CD/DVD. The list MUST be in **PARCEL** number sequence.

Data File Format:

Field No.	Field Type A=Alpha, N=Numeric	Description	Position	Length
1	N	Lender Number (Assigned by Mecklenburg County) <i>Left padded with zeroes. Data right justified</i>	1 - 10	10
2	A	Lender Loan Number (Assigned by the lending institution) <i>Left padded with zeroes</i>	11 - 30	20
3	N	Parcel Number (This is Mecklenburg County's real estate number identifying the property - consisting of 8 digits and an optional alpha suffix; there should be NO embedded hyphenation. <i>Right padded with spaces. Data left justified</i>	31 - 50	20
4	N	Tax Year (Actual year in which taxes are billed)	51 - 54	4
5	N	Year For (Actual year for which the taxes were assessed)	55 - 58	4
6	N	Billing Type (Listing Type + Seq Number)	59 - 64	6
7	N	Total Tax/Payment Made (xxxxxxx.xx) <i>Left padded with zeroes</i>	65 - 75	11
8		Filler	76 - 80	5
			Record Size	80

Data File Sample:

EXCEL SPREADSHEET FORMAT:

For those using an Excel spreadsheet in lieu of a fixed length, ASCII Code payment file, please use the following format:

Lender Number	Loan Number	Parcel Number	Tax Year	Year For	Bill Type	Payment Amount
0000000634	00000000000000000000	17125391	2017	2017	000000	00007011.22
0000000634	00000000000000000000	21302423	2017	2017	000000	00011456.68
0000000625	00000000000000000000	00116130	2017	2017	000000	00009133.36
0000000625	00000000000000000000	03131306	2017	2017	000000	00001245.90
0000000625	00000000000000000000	12713102	2017	2017	000000	00009551.01
0000000625	00000000000000000000	13110208	2017	2017	000000	00001684.66
0000000625	00000000000000000000	18909133	2017	2017	000000	00003384.54
0000000625	00000000000000000000	19915250	2017	2014	000000	00007302.24
0000000728	00000000000000000000	15305120	2017	2013	000000	00000000.00
0000000728	00000000000000000000	18701411	2017	2014	000000	00000786.39
0000000728	00000000000000000000	18701411	2017	2012	000000	00000453.87

We require the following data elements:

Lender Number (with leading zeros and data right justified). Should be 10 digits in length inclusive of leading zeros.

Loan Number if applicable

Parcel Number (with leading zero if part of official parcel number. Consisting of 8 digits and an optional alpha suffix. Do not include hyphens. Pad last digit with space if Parcel Number does not include alpha suffix. Data should be left justified with last digit being either a space or an alpha suffix.

Tax Year (4 digits)

Year for (4 digits)

Bill Type (6 digits; typically all zeros)

Payment Amount with leading zeros. Field should be 11 digits in length inclusive of leading zeros and decimal point with data right justified.

If you have questions regarding the Excel spreadsheet formatting, please contact TaxTech@MecklenburgCountyNC.gov.