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DR-309654
R. 01/26
Rule 12B-5.150, F.A.C.
Effective 01/26
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Motor Fuel Taxes Comma Delimited (CSV) and Flat File Specifications – Mass Transit System Providers and Local Government Users of Diesel Fuel

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Version History

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

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 **floridarevenue.com**, select "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@floridarevenue.com**.

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 = 011111111).
- 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

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

Flat File Import Specifications

(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.

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

Comma Delimited (CSV) Import 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 file, please preserve all leading zero(s) 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

<u>FIELD NAME</u>	<u>FT</u>	<u>FIELD</u>	<u>FIELD DESCRIPTION</u>
<u>SCHEDULE</u>	<u>CS</u>	<u>Column A</u>	<u>Schedule Type</u>
<u>PRODUCT</u>	<u>NS</u>	<u>Column B</u>	<u>Product Type</u>
<u>S NAME</u>	<u>CS</u>	<u>Column C</u>	<u>Supplier Name</u>
<u>S FEIN/DEPN</u>	<u>CS</u>	<u>Column D</u>	<u>Supplier FEIN/DEPN</u>
<u>S IdType</u>	<u>CS</u>	<u>Column E</u>	<u>Supplier Id Type (FEIN or DEPN)</u>
<u>D RECEIVE</u>	<u>DT</u>	<u>Column F</u>	<u>Date Received</u>
<u>DOC NUM</u>	<u>CS</u>	<u>Column G</u>	<u>Bill of Lading Number</u> (Not to exceed 10 characters)
<u>GALLONS</u>	<u>ND</u>	<u>Column H</u>	<u>Net Gallons</u>

Schedule of Disbursements File Format

<u>FIELD NAM</u>	<u>FT</u>	<u>FIELD</u>	<u>FIELD DESCRIPTION</u>
<u>SCHEDULE</u>	<u>CS</u>	<u>Column A</u>	<u>Schedule Type</u>
<u>PRODUCT</u>	<u>NS</u>	<u>Column B</u>	<u>Product Type</u>
<u>P NAME</u>	<u>CS</u>	<u>Column C</u>	<u>Purchaser Name</u>
<u>P FEIN/DEPN</u>	<u>CS</u>	<u>Column D</u>	<u>Purchaser FEIN/DEPN</u>
<u>P IdType</u>	<u>CS</u>	<u>Column E</u>	<u>Purchaser Id Type (FEIN or DEPN)</u>
<u>D SOLD</u>	<u>DT</u>	<u>Column F</u>	<u>Date Sold</u>
<u>DOC NUM</u>	<u>CS</u>	<u>Column G</u>	<u>Bill of Lading Number</u> (Not to exceed 10 characters)
<u>GALLONS</u>	<u>ND</u>	<u>Column H</u>	<u>Net Gallons</u>

Comma Delimited (CSV) Import Specifications

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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

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