Indiana Department of Revenue
Clerk Electronic Warrant Exchange Implementation Guide

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Program Introduction

This guide contains the information necessary for Clerks to electronically exchange warrant and lien information with the Indiana Department of Revenue (DOR). The term Clerk is used throughout this document as a generic name for each county clerk's office in which warrants are filed so that liens are placed on personal property.

Clerks can request to be part of the Electronic Warrant Exchange program. This program allows for data to be transferred back and forth between DOR and the Clerk instead of mailing paper back and forth. The electronic warrant exchange program exists for the benefit of the Department and for the benefit of the Clerk. Benefits for Clerks to participate include:

- Information on warrants can be posted to the Clerk's existing systems eliminating the time necessary to type in the information by data entry clerks
- Exchange of data can be scheduled, resulting in known times of when the Clerk should receive new filings and new Satisfaction of Liens
- Faster turnaround in receiving payments associated with warrant filings
- Savings in cost of mailing returned warrants with page, docket and file numbers associated with the warrant filing

Program Updates

As of 02/01/2019

The following changes have been made to update this document

- Attachment A: Clerk Warrant File Layout has been modified to add two new Warrant Type (field 7) values for 'Amended' warrants. Values; 'AMENDEDO' and 'AMENDEDA' . Note: Amended warrants will not have a correspondence record in the Clerk Voucher file.
- Expungement of warrants will be sent electronically. Attachment D: Clerk Lien Status File Layout has been modified to indicate a warrant has been expunged See Field 14 Satisfaction or Expungement Code

As of 04/12/2010

The following changes have been made to update this document.

- If the Clerk returns a file the first check will be to verify that the file can be processed. If the file cannot be processed, i.e. wrong file name OR an incomplete file then that file will be returned to the Clerk as unprocessed. The filename will have the suffix 'BADFILE' appended to the filename
- If the Clerk returns a file where the data within the file cannot be processed by the Department, the Department will return a file to the clerk with reason codes for each record that is not processed. See attachment J.

Criteria for Participation

In order to participate in the electronic warrant exchange program, the Clerk must be able to make the changes necessary to their system(s) to send and receive files as described in this document. The files will have fixed record lengths that can easily be read and processed using most computer programming languages. It is the responsibility of the Clerk to change their system to read and process the file(s) being sent by the DOR system and to return the necessary file(s) to DOR. A file must be returned to DOR from the Clerk with the warrant's filing date, docket, and page number. DOR requires this information. The Clerk will not get paid for warrants that are not returned with this information.

Clerks must also have the capability to exchange files with DOR via the use of File Transfer Protocol (SFTP) to and from DOR's data server. If the Clerk cannot access this server then the Clerk will not be able to participate in this program. It is best to determine this as early in the process as possible since it is required to participate in the program. Another protocol might be established as an acceptable transfer means at a later date and Clerks will be notified of this availability.

A key component to successful implementation of the Electronic Warrant Exchange is thorough testing on both the Clerk's system and on the DOR's system. It is the responsibility of the Clerk to perform the testing on the Clerk's system. A Clerk will begin to receive production warrant information electronically only after testing has been completed as described in this document. At this point, the Clerk will be changed to be designated as electronic in DOR's system which indicates that paper will no longer be produced or accepted to/from the Clerk. However, if major issues arise from either DOR or the Clerk and it is deemed necessary to switch back to paper, DOR can switch the Clerk in the system back to paper and all previous processes will resume.

Electronic Warrant Exchange Overview

In order to explain how the Electronic Warrant Exchange program will work, the current process must be described. When DOR evaluates that a taxpayer's liability is still active (not paid) and the time for the current collection mechanism has expired, the taxpayer's liability becomes a new Warrant for a specific Clerk or for multiple Clerks. DOR's system prints the warrant on pink paper. The warrant contains taxpayer information, tax information, warrant specific information, Clerk information, and amounts owed. Additionally, a Voucher is printed on white paper and contains up to ten warrants per page. The warrants are matched with the vouchers and mailed to the Clerk.

The Clerk, receiving the warrant in the mail, logs the warrant in their system. The Clerk also hand writes or stamps the filing date, docket number, and page number for each warrant onto the Voucher. The Clerk then mails the voucher back to DOR. When DOR receives the voucher, every warrant's filing date, docket number, and page number is entered into DOR's system. This creates a payment entry for the Clerk in DOR's system. When the system creates a check for the Clerk, it retrieves all warrants that have a filing date, docket number and page number which have not yet been paid to determine the payment amount.

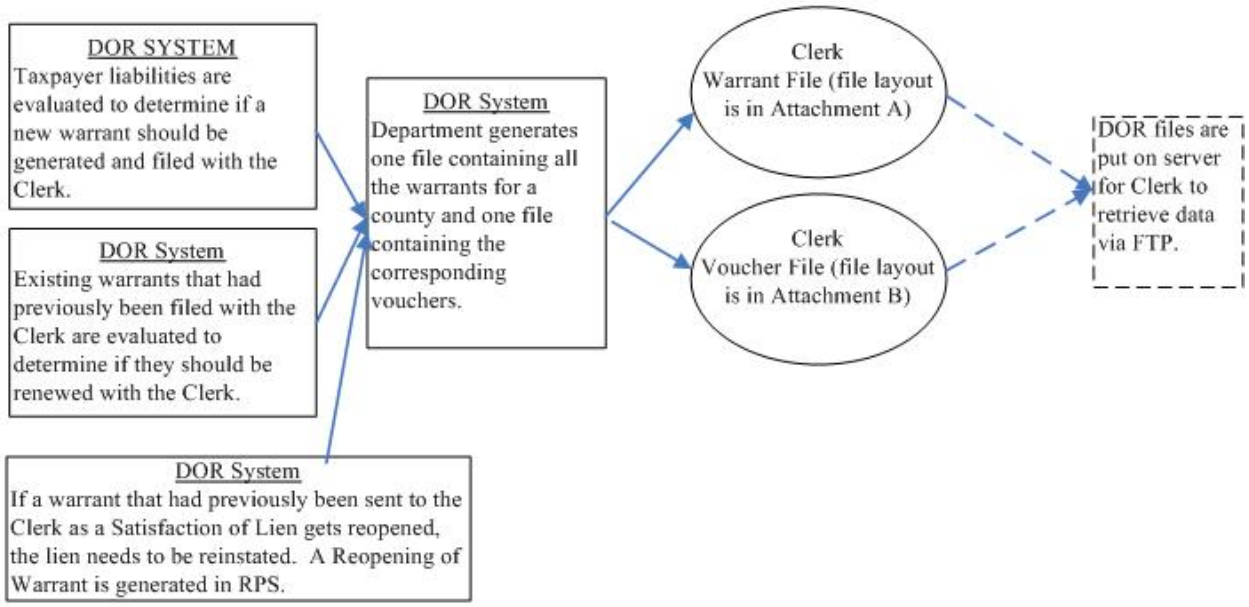
Satisfaction of Lien letters are also generated and sent to the Clerk when a previously filed warrant becomes paid or cancelled. These are printed on white paper and mailed to the Clerk.

A Reopening of Lien letter gets generated if a warrant gets reopened that had previously been paid or cancelled. This letter reverses the Satisfaction of Lien letter. These are also printed on white paper and mailed to the Clerk. For the electronic filers some he data fields in the warrant file (attachment A) will

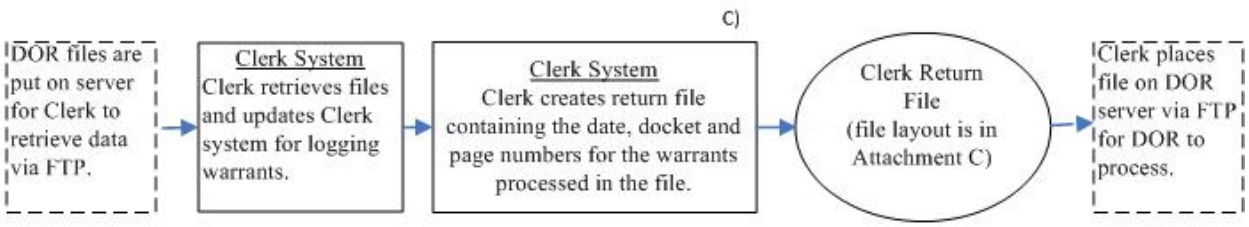
be populated with original values to help the clerks to idenitify the original warrant that should be reopen the notice number (field 05) will be the notice of the original warrant sent and filed by the clerk. Also on the return file (attachment C) IDOR would expect the page (field 23), docket (field 24), and filing date (field 22) will be same as IDOR received back from the clerk and logged in our system for the original filing. IDOR will pay the clerks for reopening the warrant.

The Electronic Warrant Exchange program removes printing of Warrants, Vouchers, Satisfaction of Lien letters and Reopening of Lien letter. Instead, files containing the data are exchanged. The diagram below demonstrates the new process:

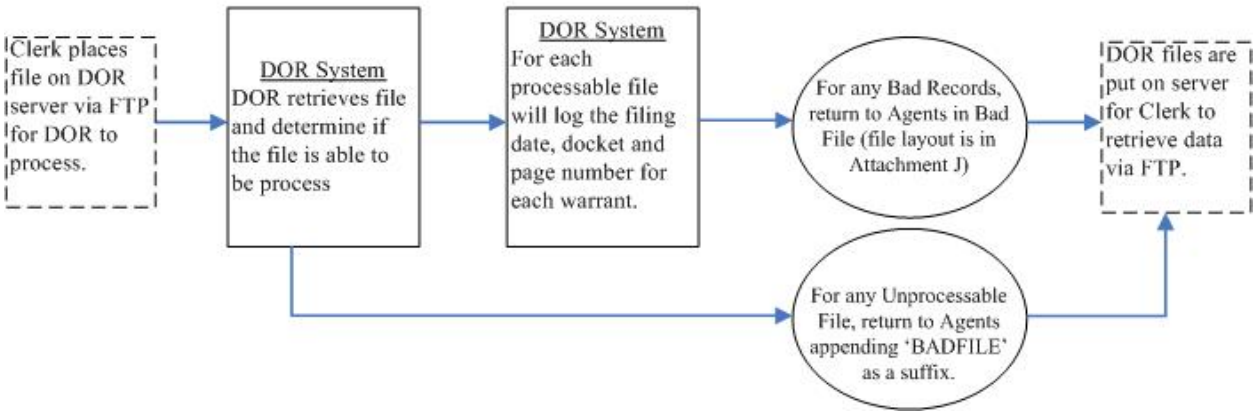
STEP 1 IDOR generates New/Renewal Warrants to be filed



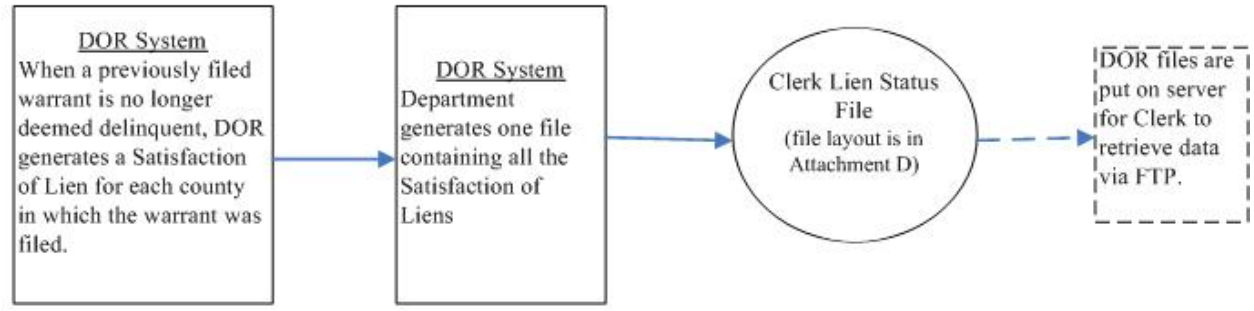
STEP 2 New/Renewal Warrants filed by Clerks



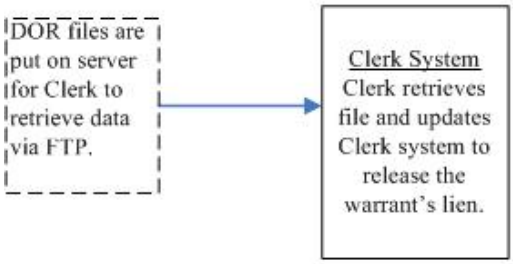
STEP 3 IDOR processes filed Clerk New/Renewal Warrants



STEP 4 – IDOR generates the Satisfaction of Liens



STEP 5 – Clerk process the Satisfaction of Lien



STEP 6 – Process the Payments for the warrants the Clerk that processed correctly

Electronic Warrant Exchange Details

Four files will need to be exchanged. The three files the Clerk will receive are the Clerk Warrant File, the Clerk Voucher File and the Clerk Lien Status File. These files will each contain the data that previously printed on the corresponding paper documents. The one file in which the Clerk will send is the Clerk Return File. The data required in the Clerk Return File consists of the filing date, docket number and page number for each warrant filed and enough key information for DOR's system to find the warrant to mark it as filed. If the Clerk returns a file that cannot be processed, i.e. wrong file name or an incomplete file, the file will be returned to the Clerk as unprocessed. The filename will have a suffix 'BADFILE' appended to the filename. If the Clerk returns a file where the data within the file cannot be processed by the Department, the Department will return the file to the clerk with reason codes for each record that is not processed (See attachment J). Each of the file layouts can be seen in Attachments A, B, C, D, and J. Descriptions of the titles to the columns in both file layout documents are as follows:

- Field Nbr – a unique number for each field in the file
- Field Description – a title for each field in the file
- Field is Required or Optional –if an 'R' exists in this column, then data is required in this field in the file (cannot be blank or generic). If an 'O' exists, then the field can be left blank (zeroes if field is numeric, spaces if field is alphanumeric). If the field is required on the Clerk Return File, then the Clerk must be storing the data on their system. Otherwise, there would be no way for the Clerk to be able to return this information. It is required by DOR so that DOR's system can match to a unique record.
- Def – this defines whether the field is alphanumeric or numeric and how long the field is. 'X' means alphanumeric and '9' means numeric. The value in the parenthesis is the length of the field. E.g. Record ID has 'X(4)' which means it is alphanumeric with a length of 4. Alphanumeric fields must be left justified in the file with spaces filling the length. E.g. the Record ID field in the Clerk Warrant File has a value of 'CW'. In the file the value will be 'CW ' (2 spaces following CW). Numeric fields must be right justified with leading zeros. E.g. Liability Nbr has 9(12) which means numeric with a length of 12. If the liability number is '123456789' then the field will contain '000123456789' to fill all 12 spots of the length. Numeric fields may also have formatting information included in the Def column. A value of s9(11)v99 means that the number will have a leading sign (designated by the 's'), will be numeric (designated by the first '9'), will be a length of 11 for the value before the decimal, and will have 2 decimal places included in the value (designated by the v99). I.e. Original Base Tax has 's9(11)v99'. If the value is $100.45 then this field will contain '+0000000010045'.
- Size – this clarifies the length of the field as defined under Def. It is the actual number of spaces that the field takes in the record.
- Decimal – for numeric fields, this contains the number of decimal places that the field has. The program that processes the file must handle formatting.
- Begin – this contains the placement in the record in which this field begins. E.g. in the Clerk Warrant File, Joint Taxpayer TID contains '15' in the Begin column. That is because Record ID takes spaces 1 though 4 and Taxpayer TID takes spaces 5 through 14. Joint Taxpayer TID starts in spot 15 and ends at 24.
- Written Field Description – this contains any more information that is necessary to help explain what the field contains in the file.

Each record in the Clerk Warrant File will be unique based on Liability Number, Taxpayer Identification Number (TID), Warrant Number and Notice Number. These are key fields that the Clerk must store in their system so that when the Clerk returns the warrants in the Clerk Return File, DOR's system can match to the warrant that has been filed by the Clerk.

To further define the data fields that are in the Clerk Warrant File, the Clerk Voucher File, and the Clerk Lien Status File, each Field Nbr has been typed onto the corresponding paper documents. This provides a map and is included in Attachments E, F, and G respectively.

Testing Process

In order for production files to be transferred and processed successfully by both DOR and the Clerk, a thorough test must be completed. The steps required during testing are as follows:

1) First test file is the Clerk Warrant File from DOR. It will be a file of only new warrants.
   File will consist of:
   - Single Individual Taxpayers
   - Joint Individual Taxpayers
   - Business Taxpayers with only Primary name
   - Business Taxpayers with DBA name in addition to the Primary Name
   - Taxpayer will have various combinations of the base tax balance, penalty balance, and interest balances greater than zero and some with zero balances.
2) Second file, sent at the same time as the first, is the Clerk Voucher File from DOR and will match to the warrants sent in the Clerk Warrant File. Note that there is no longer a 10 warrant per voucher requirement.
3) The third test file, the Clerk Return File, is from the Clerk and should contain the filing date, docket number and page number for each of the warrants sent in the Clerk Voucher File.
4) The fourth test file, the Clerk Lien Status File, is from DOR and will contain satisfactions on several warrants that had previously been sent in the first file.
5) The fifth test file, another Clerk Lien Status File, is from DOR and will contain reopening of several warrants that had been on the fourth test file as well as several more satisfactions of warrants based on the first test file. An additional Clerk Warrant File and Clerk Voucher File will be sent with more new warrants **as well as 10 year renewal warrants** at the same time the Clerk Lien Status File is sent. These will be the 6th and 7th test files, respectively.
6) The eighth test file, the Clerk Return File, is from the Clerk and should contain the filing date, docket number and page number for each of the warrants, **including the 10 year renewal warrants,** sent in the latest Clerk Voucher File (the 7th test file).

Steps for Program Participation

Below contains a suggested order and timeline of activities that will need to take place to become active in the Electronic Warrant Exchange.

Step	Action	Responsibility	Example timeframe
1.	Contact DOR to express interest in the program after reading this document.	Clerk	Clerk dependent

Step	Action	Responsibility	Example timeframe
2.	Provide DOR with an estimated date on when the Clerk will have Clerk computer systems created/changed ready for testing all necessary files. When the Clerk determines this date, it is suggested to take into account all programming and internal testing time that the Clerk will need prior to testing directly with DOR.	Clerk	Clerk dependent
3.	DOR will evaluate the estimated date and determine if DOR has resources available to begin testing on that date. DOR and the Clerk will need to agree on the start date of testing.	Both DOR and the Clerk	Test Date is set and agreed upon
4.	DOR sends Clerk: • Information on using the SFTP server. • Sample files for Clerk to reference during development (shows record layout and what a fixed length, fixed record is)	DOR	Within a week of Step 2
5.	Clerk tests use of SFTP server using sample file provided by DOR	Clerk	Within a week of Step 4
6.	Clerk creates system programs and tests using sample test files	Clerk	Clerk dependent but before agreed upon Test Date
7.	DOR sends Clerk two "official" System Test files: the Clerk Warrant File and the Clerk Voucher File	DOR	On Test Date
8.	Clerk tests receiving and processing the files and notifies DOR of any problems or if successful	Clerk	Within a week from Test Date
9.	Clerk returns the Clerk Return File containing filing date, docket number and page number for each of the warrants sent in step 7.	Clerk	Within a week from Step 8
10.	DOR tests receiving and processing the file sent in step 9. DOR notifies the Clerk if there are any problems with the test file.	DOR	Within a week from Step 9
11.	Clerk makes changes if necessary and step 10 resumes.	Clerk	Within a week from step 10
12.	DOR sends Clerk a Clerk Lien Status file based on some of the warrants that had been sent in step 7.	DOR	Within a couple of days of successful processing of step 10
13.	Clerk tests receiving and processing the data in the test file sent in step 12 and notifies DOR of any problems or if successful.	Clerk	Within a week from step 12

Step	Action	Responsibility	Example timeframe
14.	DOR sends Clerk an additional Clerk Lien Status file that will contain reinstatements of liens previously sent as satisfied in step 12. It will additionally contain a few more satisfaction of liens based on some of the warrants that had been sent in step 7. Another Clerk Warrant File and Clerk Voucher File will be sent at the same time. 10 Year Warrant Renewals will be included in this file.	DOR	Within a couple of days of successful processing of step 13
15.	Clerk tests receiving and processing the data in the test file sent in step 14 and notifies DOR of any problems or if successful.	Clerk	Within a week from step 14
16.	Clerk returns the Clerk Return File containing filing date, docket number and page number for each of the warrants sent in step 14.	Clerk	Within a week from Step 14
17.	DOR tests receiving and processing the file sent in step 16. DOR notifies the Clerk if there are any problems with the test file.	DOR	Within a week from Step 16
18.	Once all testing is successfully completed, the Clerk will be notified of their approval. At this time both the Clerk and DOR must agree upon a date for the first production file run.	DOR & Clerk	Production Date is set (must be at least 2 business days after testing is successful)
19.	On the day of the Production Date, the Clerk is switched in DOR's system to be designated as part of the Electronic Warrant Exchange program.	DOR	Production Date
20.	First production file exchanged	DOR	Production Date

It is anticipated that the testing process could take 5 weeks to complete. Some Clerks may be faster if testing and turnaround proceeds quickly and some will be slower depending on the number of problems identified.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Record ID	R	X(4)	4		1	Value will be a Data Constant: 'CW[space][space]'
2	Record Type	R	9(1)	1		5	Value will be a Data Constant: '1' (indicates detail record)
3	County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant is to be filed.
4	Warrant Number	R	9(8)	8		8	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity.
5	Notice Number	R	9(11)	11		16	The unique number associated with each notice. A warrant can have multiple notice numbers. The notice number ties to the assigned Collection Agent, warrant stage, and balance due at the time the notice was generated.
6	County Name	R	X(12)	12		27	County name associated with County Code (field 3).
7	Warrant Type Code	R	X(8)	8		39	The type of warrant regarding whether it is original, a renewal, an alias, or a reopen. Data Values: 'ORIGINAL', 'RENEWAL', 'ALIAS', 'REOPENED', 'AMENDEDO' and 'AMENDEDA': Note: on reopens, to assist the clerks in identifying the original warrant that should be reopen the notice number (field 05) will be the notice of the original warrant sent and filed by the clerk.
8	Liability Filing Association Code	R	X(2)	2		47	A two digit code to distinguish whether the bill is for a joint taxpayer or a responsible officer. Data Value: 'RO' for responsible officer of a business, 'JT' for a taxpayer filing jointly for which this bill was created, 'PR' for one primary taxpayer for which this bill was created.
9	Liability Period End Date	R	9(8)	8		49	The date the account period for which the bill is in ends. Date Format: MMDDYYYY
10	Notice Date	R	9(8)	8		57	The assigned due date of this warrant notice. Date Format: MMDDYYYY
11	Taxpayer TID	R	9(10)	10		65	Key that is 10 numeric digits that DOR assigns to every taxpayer, individual and business. Note: Individual taxpayers that have businesses will have a separate TID for their individual registration and business registration. This must contain the primary taxpayer's TID (joint TID is contained in field #3)

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
12	Location Number	R	x(3)	3		75	If the Taxpayer(s) associate with this warrant are individuals, this field will contain zeroes (000). If the taxpayer associated with this warrant is a business, this field will contain a number (000 to 999) that has been assigned to this taxpayer's location.
13	Business FID	O	9(9)	9		78	Business Federal Id Number. The field will not contain dashes.
14	DBA Name	O	X(70)	70		87	For businesses, this is the business 'Doing Business As' Name.
15	Joint Taxpayer Type Code - Individual or Business Name break down	R	x(01)	1		157	One digit field that indicates whether the value in Joint Taxpayer Name (field 16) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
16	Joint Name, if Joint Liability	O	X(70)	70		158	Individual Joint Taxpayer's Name For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
17	Primary Taxpayer Type Code - Individual or Business for break down of name field	R	x(01)	1		228	One digit field that indicates whether the value in Primary Taxpayer Name (field 18) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
18	Primary Taxpayer Name	R	X(70)	70		229	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
19	Taxpayer Street Address	R	X(30)	30		299	Street address of the primary taxpayer.
20	Taxpayer City	O	X(20)	20		329	City address of the primary taxpayer.
21	Taxpayer State Code	O	X(2)	2		349	Two character field for the primary taxpayer's U.S. state code or Canadian Provenience Code.
22	Taxpayer Zip Code	O	X(10)	10		351	Taxpayer postal zip code Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. - If only first 5 exists, formatted as XXXXX (Canadian addresses): - formatted as:X#X #X#
23	Taxpayer Foreign Address	O	X(30)	30		361	This field will contain the foreign address (Non USA, Non Canada) information if applicable. If the field is not applicable it will contain spaces. If this field contains an address then CITY (field 18), STATE (field 19), and ZIP (field 20) fields will be spaces
24	Filler	O	X(8)	8		391	This field is no longer used. It will contain spaces.
25	Tax Type Name	R	X(30)	30		399	A long description for the tax type (e.g. Individual, Corporate, etc.). For a list of tax type codes and descriptions see Attachment H.
26	Clerk Name	R	X(70)	70		429	The name of the Clerk currently assigned to this warrant. It is the name associated with the county in field 3.
27	Clerk Title	R	X(25)	25		499	The title of the Clerk currently assigned to this warrant. It is the title associated with the county in field 3.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
28	Clerk Code	R	X(1)	1		524	One character value distinguishing the Clerk type. Since this is the Clerk Warrant File, it will be a data constant: 'C'.
29	Clerk Street Address	R	X(30)	30		525	The street address of the Clerk.
30	Clerk City Address	R	X(20)	20		555	The city address of the Clerk.
31	Clerk State Code	R	X(2)	2		575	The 2 digit state code of the Clerk.
32	Clerk Zip Code	R	X(10)	10		577	The postal zip code of the Clerk. Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. - If only first 5 exists, formatted as XXXXX (Canadian addresses): - formatted as:X#X#X#
33	Per Diem Interest Amount	R	s9(11)v9(2)	14	2	587	This is the daily interest amount that is owed and can be used to calculate interest to any date.
34	Liability Base Tax Amount	R	s9(11)v9(2)	14	2	601	The remaining balance of base tax owed on the debt. This will be decremented as payments are applied to base tax.
35	Liability Interest Amount	O	s9(11)v9(2)	14	2	615	The amount owed in interest up to the Notice/Interest Date.
36	Liability Penalty Amount	O	s9(11)v9(2)	14	2	629	The remaining balance of penalty owed on the debt. This will be decremented as payments are applied to penalty.
37	Liability Flat Penalty Amount	O	s9(11)v9(2)	14	2	643	The flat penalty amount owed by the taxpayer.
38	Warrant Collection Fee Amount	O	s9(11)v9(2)	14	2	657	The amount owed due to fees associated with a DOR collection agent (sheriff, attorney, collection agency) collecting on this warrant.
39	Warrant Clerk Cost Amount	O	s9(11)v9(2)	14	2	671	The amount owed due to cost of filing other Clerk warrants.
40	Warrant Clerk Cost Additional Amount	O	s9(11)v9(2)	14	2	685	The amount owed due to cost of filing other Clerk warrants.
41	Liability Total Amount	R	s9(11)v9(2)	14	2	699	The amount due to pay the debt by the Notice Date (field 10) at the time this notice was generated. It is the sum of fields 34, 35, 36, 38, 39, and 40
42	Primary SSN	O	9(9)	9		713	Individual Primary Taxpayer's Social Security Number. The field will not contain dashes.
43	Joint SSN	O	9(9)	9		722	Individual Joint Taxpayer's Social Security Number. The field will not contain dashes.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
44	Tax Form Number	R	X(10)	10		731	The tax return form filed by taxpayer
45	FILLER	O	X(25)	25		741	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Record Size		765				
	Records per Block		1				
	Blocksize		765				
	Media		Electronic - SFTP				
	File Name		WARCLK.OUT.C##.mmddyyhhmi.nnnnn				
			where:				
			## is county code mmddyyyyyhhmi - date and timestamp nnnnn - numeric value to make unique				
	This file can be used to send Clerk Warrant information electronically.						

Trailer Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record ID	R	X(4)	4		1	Value will be a Data Constant: 'CW[space][space]'
2	Record Type	R	9(1)	1		5	Value will be a Data Constant: '2' (indicates trailer record)
3	County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant is to be filed.
4	End of File	R	x(3)	3		8	Value will be a Data Constant: 'EOF' (indicates end of file)
5	Total Record Count	R	9(5)	5		11	Sum of the total number of detail records that are on this file.
6	File Create Date	O	9(8)	8		16	The date the file was originally created. Date Format: MMDDYYYY
7	Filler	O	X(742)	742		24	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Length		765				
	Blocked		1				
	Block Size		765				

Indiana Department of Revenue
Clerk Electronic Warrant Exchange Implementation Guide
Attachment B: Clerk Voucher File Layout

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
1	Record Id	R	X(4)	4		1	Value will be a Data Constant: 'CV[space][space]'
2	Record Type	R	9(1)	1		5	Value will be a Data Constant: '1' (indicates detail record)
3	County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant is to be filed.
4	Warrant Number	R	9(8)	8		8	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity.
5	Generation Date	R	9(8)	8		16	The date the voucher file was generated containing this warrant. Date Format: **YYYYMMDD**
6	Voucher Sequence Number	R	9(3)	3		24	A number that is unique to DOR's system per Clerk using the Electronic Warrant Exchange program for the Generation Date (field 5). For instance, if the date this file was created was 01/10/2002 and two Clerks are using the Electronic Warrant Exchange program, then the first file created for Clerk 1 would have a Sequence Number of '001' and Clerk 2 would have '002' for the Generation Date of '01102002'.
7	County Name	R	X(12)	12		27	County name associated with County Code (field 3).
8	Clerk Name	R	x(70)	70		39	The name of the Clerk currently assigned to this warrant. It is the name associated with the county in field 3.
9	Clerk Street Address	R	X(30)	30		109	The street address of the Clerk.
10	Clerk City Address	R	X(20)	20		139	The city address of the Clerk.
11	Clerk State Code	R	X(2)	2		159	The 2 digit state code of the Clerk.
12	Clerk Zip Code	R	X(10)	10		161	The postal zip code of the Clerk. Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. - If only first 5 exists, formatted as XXXXX (Canadian addresses): - formatted as:X#X#X#
13	Filler	R	X(30)	30		171	This field is no longer used. It will contain spaces.
14	Agent Id	R	9(4)	4		201	A unique ID assigned to each county clerk in DOR's system. Typically this ID is the County Code with preceding zeros.
15	Clerk FID	R	9(9)	9		205	The FID of the Clerk. This field does not contain dashes.
16	Filler	R	x(3)	3		214	This field is no longer used. It will contain spaces.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
17	Filler	R	X(30)	30		217	This field is no longer used. It will contain spaces.
18	Filler	R	X(29)	29		247	This field is no longer used. It will contain spaces.
19	Primary Taxpayer Type Code - Individual or Business for break down of name field	R	x(01)	1		276	One digit field that indicates whether the value in Primary Taxpayer Name (field 18) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
20	Primary Taxpayer Name	R	x(70)	70		277	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
21	Clerk Cost Amount	R	S9(11)V9(2)	14	2	347	The amount to be paid to the Clerk by DOR after DOR receives the filing information for this warrant in the Clerk Return File.
22	Date Warrant Filed	O	x(8)	8		361	The date this warrant was filed by the Clerk, if this warrant had been previously filed. Date Format: MMDDYYYY
23	Docket Number	O	X(5)	5		369	The docket number in which this warrant was filed by the Clerk, if this warrant had been previously filed.
24	Page Number	O	X(5)	5		374	The page number in which this warrant was filed by the Clerk, if this warrant had been previously filed.
25	Filler	O	x(27)	27		379	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.

Indiana Department of Revenue
Clerk Electronic Warrant Exchange Implementation Guide
Attachment B: Clerk Voucher File Layout

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Begin	Written Field Description
	Periodic Extract Time Periods		Nightly				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Length		405				
	Blocked		N				
	Block Size		405				
	Media		Electronic - SFTP				
	File Name		VCHRCLK.OUT.C##.mmddyyhhmi.nnnnn				
			where:				
			## is county code mmddyyyyyhhmi - date and timestamp nnnnn - numeric value to make unique Example: VCHRCLK.OUT.C20.1116020003.43740				
	This file will be used to send voucher information to County Clerk's offices that can handle electronic transmission.						

Trailer Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record type	R	x(4)	4		1	Value will be a Data Constant: 'CV[space][space]'
2	Warrant Record Type	R	9(1)	1		5	Value will be a Data Constant: '2' (indicates trailer record)
3	Warrant County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant is to be filed.
4	End of File Code	R	X(03)	3		8	Value will be a Data Constant: 'EOF' (indicates end of file)
5	Total Voucher Count	R	9(05)	5		11	Sum of the total number of detail records that are on this file.
6	Voucher Create Date	O	9(08)	8		16	The date the file was originally created. Date Format: MMDDYYYY
7	Filler	O	X(382)	382		24	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Length		405				
	Blocked		1				
	Block Size		405				

Indiana Department of Revenue
Clerk Electronic Warrant Exchange Implementation Guide
Attachment C: Clerk Return File Layout

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record Id	R	X(4)	4		1	Value will be a Data Constant: 'C**VRT**'
2	Record Type	R	9(1)	1		5	Value will be a Data Constant: '1' (indicates detail record)
3	County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant has been filed. This should match the code passed in field 3 of the Clerk Voucher File.
4	Warrant Number	R	9(8)	8		8	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity. This should match the value passed in field 4 of the Clerk Voucher File.
5	Generation Date	R	9(8)	8		16	The date the voucher file was generated containing this warrant. Date Format: **YYYYMMDD** This should match the value passed in field 5 of the Clerk Voucher File.
6	Voucher Sequence Number	R	9(3)	3		24	A number that is unique to DOR's system per Clerk using the Electronic Warrant Exchange program for the Generation Date (field 5). For instance, if the date this file was created was 01/10/2002 and two Clerks are using the Electronic Warrant Exchange program, then the first file created for Clerk 1 would have a Sequence Number of '001' and Clerk 2 would have '002' for the Generation Date of '01102002'. This should match the value passed in field 6 of the Clerk Voucher File.
7	County Name	R	X(12)	12		27	County name associated with County Code (field 3).
8	Clerk Name	R	X(70)	70		39	The name of the Clerk currently assigned to this warrant. It is the name associated with the county in field 3.
9	Clerk Street Address	R	X(30)	30		109	The street address of the Clerk.
10	Clerk City Address	R	X(20)	20		139	The city address of the Clerk.
11	Clerk State Code	R	X(2)	2		159	The 2 digit state code of the Clerk.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
12	Clerk Zip Code	R	X(10)	10		161	The postal zip code of the Clerk. Formatted (US addresses): - If all nine digits exists, formatted as: XXXXX-XXXX. - If only first 5 exists, formatted as XXXXX (Canadian addresses): - formatted as:X#X#X#
13	Filler	R	X(30)	30		171	This field is no longer used. It will contain spaces.
14	Agent Id	R	9(4)	4		201	A unique ID assigned to each county clerk in DOR's system. Typically this ID is the County Code with preceding zeros.
15	Clerk FID	R	9(9)	9		205	The FID of the Clerk. This field does not contain dashes.
16	Filler	R	X(3)	3		214	This field is no longer used. It will contain spaces.
17	Filler	R	X(30)	30		217	This field is no longer used. It will contain spaces.
18	Filler	R	X(29)	29		247	This field is no longer used. It will contain spaces.
19	Primary Taxpayer Type Code - Individual or Business for break down of name field	R	x(01)	1		276	One digit field that indicates whether the value in Primary Taxpayer Name (field 18) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
20	Primary Taxpayer Name	R	X(70)	70		277	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
21	Clerk Cost Amount	R	S9(11)V9(2)	14	2	347	The amount to be paid to the Clerk by DOR after DOR receives the filing information for this warrant in the Clerk Return File.
22	Date Warrant Filed	R	9(8)	8		361	The date this warrant was filed by the Clerk. Date Format: MMDDYYYY

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
23	Docket Number	R	X(5)	5		369	The docket number in which this warrant was filed by the Clerk.
24	Page Number	R	X(5)	5		374	The page number in which this warrant was filed by the Clerk.
25	Filler	O	x(22)	27		379	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Record Size		405				
	Records per Block		1				
	Blocksize		405				
	Media		Electronic - SFTP				
	File Name		VCHRCLK.IN.C##.mmddyyyyhhmi				
			Where: ## = our county code numeric value mmddyyyyhhmi = date time stamp format Example: VCHRCLK.IN.C20.110720020515				
	This is a file returned from County Clerks, those transferring data electronically with the Department of Revenue, to DOR with the warrant filed date and page and docket numbers that were assigned by the County clerks office.						

Trailer Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record type	R	x(4)	4		1	Value will be a Data Constant: 'CVRT'
2	Warrant Record Type	R	9(1)	1		5	Value will be a Data Constant: '2' (indicates trailer record)
3	Warrant County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant is to be filed.
4	End of File Code	R	X(03)	3		8	Value will be a Data Constant: 'EOF' (indicates end of file)
5	Total Voucher Count	R	9(05)	5		11	Sum of the total number of detail records that are on this file.
6	Voucher Create Date	O	9(08)	8		16	The date the file was originally created. Date Format: MMDDYYYY
7	Filler	O	X(382)	382		24	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Length		405				
	Blocked		1				
	Block Size		405				

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record Id	R	x(4)	4		1	Value will be a Data Constant: 'SL[space][space]'
2	Record Type	R	9(1)	1		5	Value will be a Data Constant: '1' (indicates detail record)
3	County code	R	9(2).	2		6	Numeric County Code associated with the county where the lien is to be released.
4	Warrant Number	R	9(8).	8		8	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity. This is the original warrant number sent to the Clerk for which the lien should now be released.
5	Primary Taxpayer Name	O	x(70).	70		16	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
6	Joint Taxpayer name	O	x(70).	70		86	Individual Joint Taxpayer's Name For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
7	Docket Number	R	x(5).	5		156	The docket number in which this warrant was filed by the Clerk. It is the Docket Number (field 23) returned in the Clerk Return File for this warrant number.
8	Page Number	R	x(5).	5		161	The page number in which this warrant was filed by the Clerk. It is the Page Number (field 24) returned in the Clerk Return File for this warrant number.
9	Date Filed	R	9(8)	8		166	The date this warrant was filed by the Clerk. It is the Date Warrant Filed (field 22) returned in the Clerk Return File for this warrant number. Date Format: MMDDYYYY
10	Notice/Judgment Amount Due	O	s9(11)v9(2)	14	2	174	The amount the taxpayer owed when the warrant was filed. It is the amount that should be released with this lien.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
11	County Name	O	x(12).	12		188	County name associated with County Code (field 3).
12	Satisfaction Date or Issue Date	R	9(8).	8		200	The date this satisfaction of lien was generated. Date Format:MMDDYYYY
13	Liabilities Indicator System	O	x(1).	1		208	Value will be a Data Constant: 'N'
14	Satisfaction or Expungement Code	R	x(1).	1		209	This value will indicate whether this record is a Satisfaction of Lien or if it is reopening a warrant that had previously been sent a Satisfaction of Lien. A value of 'S' will indicate Satisfaction of Lien. Value of 'E' will indicate the Expungement.
15	Filler	O	x(25).	25		210	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				This is a file sent to County Clerks to inform the clerk that either the Lien should be removed because the taxpayer has fulfilled this tax liability for this warrant or to Reinstate a lien that had previously been removed erroneously.
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Record Size		234				
	Records per Block		1				
	Blocksize		234				
	Media		Electronic - SFTP				
	File Name		SATCLK.OUT.C##.mmddyyhhmi.nnnnn				
			Where: ## is the county code mmddyyyyyhhmi - date and timestamp nnnnn - numeric value to make unique Example: SATCLK.OUT.C20.1116020003.147888				

Trailer Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record Id	R	x(04)	4		1	Value will be a Data Constant: 'SL[space][space]'
2	Record Type	R	9	1		5	Value will be a Data Constant: '2' (indicates trailer record)
3	County code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant is to be filed.
4	End of File	R	x(3)	3		8	Value will be a Data Constant: 'EOF' (indicates end of file)
5	Total Record Count	R	9(5)	5		11	Sum of the total number of detail records that are on this file.
6	File Create Date	O	9(8)	8		16	The date the file was originally created. Date Format: MMDDYYYY
7	Filler	O	x(211)	211		24	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Record Size		234				

AR–WAR
State Form 43533 (1–2001)

WARRANT FOR COLLECTION OF TAX
STATE OF INDIANA
DEPARTMENT OF REVENUE

Warrant Number: 00004730 (4)
Warrant Issue Date: 05/02/2002 (10)
Warrant Type: ORIGINAL (7)

County: Hendricks (6)
Notice Number: 02000038019 (5)

Taxpayer SSN: 222–22–2265 (42)
Form Number: IT–40 (44)
DLN: 02L0016222001
Liability Period: 12/31/1996 (9)
Tax Type: Individual Income (25)

JTEST 265 (18)
2265 JTEST AVE (19)
DANVILLE, IN 46122
(20) (21) (22)

SHARON DUGAN (26)
HENDRICKS COUNTY CLERK (27)
PO BOX 599 (29)
DANVILLE, IN 46122–0599
(30) (31) (32)

FILING DATE (37) DOCKET (41) PAGE NBR (43)

STATEMENT OF AMOUNT DUE

Interest calculated through: 05/02/2002 (10)
Daily interest rate: $ 0.22 (33)

Amount of Tax	$	1,000.00 (34)
Interest	$	366.60 (35)
Penalty	$	100.00 (36)
Collection Fee	$	100.00 (38)
Clerk Costs	$	3.00 (39)
Total to Collect	$	1,569.60 (41)

REMITTANCE STATEMENT

NON EXECUTION EXPLANATION

THIS WARRANT MUST BE RETURNED TO:

INDIANA DEPARTMENT OF REVENUE
COLLECTION DIVISION
P.O. BOX 595
INDIANAPOLIS, IN 46206–0595

State Form 43639 (1-2000)

AR-7 RPS
Approved by State Board of Accounts 1989

STATE OF INDIANA
CLAIM -- VOUCHER

GEN DATE: 04/30/2002 (5)
SEQ NBR: 001 (6)

Claimant's Name and Address

SHARON DUGAN (8)
HENDRICKS COUNTY CLERK
PO BOX 599 (9)
DANVILLE, IN 46122-0599
(10) (11) (12)

Clerk ID: 0032 (14)
Furnished
to INDIANA DEPARTMENT OF STATE REVENUE

FID NUMBER: 35-6000154 (15)

TAX WARRANT NUMBER	DATE FILED WITH CLERK	DOCKET NUMBER	PAGE NUMBER	TAXPAYER NAME	CLERK'S COST $XXX.XX
00004730 (4)	04/30/2002 (22)	98056 (23)	0650 (24)	TEST 265 (20)	$3.00 (21)

STATE OF INDIANA HENDRICKS COUNTY (7) } SS:

TOTAL $3.00

STATE OF INDIANA

Indiana Department of Revenue
Indiana Government Center North
100 North Senate Avenue
Indianapolis, IN 46204

Sequence: 1

Satisfaction of Lien

Know all persons by these presents: That, whereas, the Indiana Department of State Revenue, did issue the following described warrant:

Defendant	ONE AMIGO BUSINESS (5)
Warrant	00005082 (4)
Docket	0001 (7)
Page	2 (8)
Warrant Amount	$736.02 (10)
Dated	11/01/2001 (9)
To Clerk, County of	Marion (11)

Whereas, the warrant has been filed with the clerk of the court of said county and has been entered upon the court's judgement docket, causing a lien to be placed upon the property of the above named defendant, pursuant to I. C. 6–8.1–8–1 ET SEQ as amended: and

Whereas, the defendant has now paid and/or satisfied the above lien with the Collection Division of the Indiana Department of State Revenue:

Therefore, I Kenneth Miller, being duly appointed Commissioner of the Indiana Department of State Revenue, hereby, release said judgement in full.

Dated: 04/19/2002 (12)

Sincerely,

John Hamerdz

Regina Phillips, Administrator
Indiana Department of Revenue

John Hamerdz

Kenneth Miller, Commissioner
Indiana Department of Revenue

Indiana Department of Revenue
Clerk Electronic Warrant Exchange Implementation Guide
Attachment H: Tax Types

Tax Type Code	Tax Type Description
AEB	Aeronautics Excise, Business
AEI	Aeronautics Excise, Individual
AFD	Alternative Fuel Dealer
AFU	Alternative Fuel User
ALT	Alternative Fuel Dealer
AUD	Authorized Unlicensed Fuel Dealers
AUU	Authorized Unlicensed Fuel Users
AVF	Aviation Fuel Excise
AVT	Aviation Fuel Dealers
BAS	Business Application System
BER	Beer Tax
BGO	Bingo
BNK	Bank
CAT	County Admissions
CED	County Economic Development
CID	Cider
CIG	Cigarette
CIT	County Innkeepers
CON	Consumer Use
COR	Corporate Income
CST	Controlled Substance
EGP	Eligible Purchaser
EMP	Employment Agency
EXB	Excise Tax, Business
EXI	Excise Tax; Individuals
FAB	Food and Beverage
FDT	Fuel Dealers
FID	Fiduciary
FIT	Financial Institutions
FPS	Firework Public Safety Fee
FUT	Fuel Users
GCE	Gaming Excise Tax
GUT	Gasoline Use Tax
HAZ	Hazardous Waste
HCF	Hazardous Chemical Fee
HRT	Heavy Rental Excise Tax
IFT	Motor Carrier Sur Tax
IND	Individual Income
INH	Inheritance
INT	Intangible
IRP	Int. Registration Plan
IVG	Inventory Tax
IVT	Fuel Inventory Tax
LIQ	Liquor Tax
MAT	Marina Fuel Dealers
MCS	Motor Car Sur Tax
MCT	Motor Carrier Tax
MFR	Gasoline Refund
MFT	Motor Fuel
MLT	Malt Beverage Tax
MVR	Motor Vehicle Rental Excise
NON	Non Taxpaying
OOS	Out Of State Use
OSW	Oversize/overweight MH
OTP	Other Tobacco Products
PCT	Production Credit
PMA	Pari-mutuel admissions
PMB	Pari-mutuel Breakage
PMG	Pari-mutuel slots
PMW	Pari-mutuel wagering
PPD	Prepaid Sales
PST	Petroleum Severance
PUF	Previously Untaxed Fuel
RBA	Riverboat admissions
RBW	Riverboat wagering
RCT	Rail, Commuter or Electric
RGF	Registration Fee
RST	Retail Sales
SDW	Solid Waste
SFT	Special Fuel
SHT	Supplement Highway
SWF	Solid Waste Fee
TIF	Tire Fee
TKW	Tank Wagon
TOP	Terminal Operator
TRP	Transporter
TTG	Type II Gaming Tax
URT	Utility Receipt Tax
USB	Utility Service Use Tax
UST	Underground Storage
USU	Utility Services Use Tax
WCE	Workers Compensation
WIN	Wine Tax
WPC	Wireless Prepaid
WTH	Withholding
WTM	Waste Tire Management

Questions and Answers

This area of the document will continue to be updated with answers to commonly asked questions or to known issues DOR has encountered when implementing with Clerks.

Question: What data entry would have to occur for the Clerks after this is in place?
Answer: No data entry should be necessary after the Clerk implements this electronic warrant exchange. This program should eliminate data entry. Instead programmatic changes by the Clerk should be made to the Clerk's own system to read in the files as described in this document and output the files as described in this document.

Question: What do we do with a warrant record if the warrant's address does not belong to our county?
Answer: File the warrant even if the address is not in your county. You are receiving the warrant because that taxpayer has a location address in your county; however, the address on the file is of the taxpayer's primary location.

Question: How long will it take the Indiana Department of Revenue's system to be ready for our county?
Answer: DOR's system is setup to handle multiple counties electronically. There are only a few small things we have to do to "switch" a county from receiving paper to receiving files. However, because we want to make sure your system and our system are exchanging data correctly, we value a thorough system testing effort. Based on our Quality Assurance resource time availability, will depend on when a test effort with you can begin. Please review the Testing Process and Steps for Participation sections of the Implementation Guide in detail.

Question: Can the fields in the files be delimited?
Answer: The fields in the file are fixed length fields and need to be processed by your systems as such. The fields will not be delimited.

Question: Can a Title Company access the files via the SFTP server?
Answer: State code does not describe title companies among the local, state, and/or federal agencies with which the Department of Revenue can share taxpayer data. Personnel with the Clerk's Office will need to retrieve the data from DOR's SFTP site and then the Title Company can be given the data after it has been filed and becomes 'public' information.

Question: SFTP Directories- which file goes in which directory? (Clerk Warrant file, Clerk Return file, etc) How will the directories/folders be named when we go "Live", same as they are currently?
Answer: The production directories that will be used are as follows: "dorin" - for all files you send to us (i.e. Clerk Return File) and "dorout" - for all files we send to you (i.e. Clerk Warrant, Clerk Voucher, and Clerk Lien Status files). When we start testing all files - in and out – they will all be in the "test" directory.

Question: Can you clarify what Liability Period End Date is?
Answer: Liability period end date is the date the tax account period ends for which the tax forms are filed. For example, with Individual Income Tax the period end date is always 12/31/yyyy

since we pay taxes for a calendar year. Other tax types may be monthly or quarterly. The liability period end date is informative to the taxpayer to indicate what tax period the warrant is for.

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Question: Can you clarify what RPS stands for?
Answer: RPS is the acronym for our integrated tax system - Revenue Processing System.

Question: If the only file I receive from DOR is a Lien Status (named: SATCLK.OUT.C##.mmddyyhhmi.nnnnn) then do I need to return a file to DOR?
Answer: No a file does not need to be returned. This is because the return file you send is only for the filing of warrants, not for satisfying warrants.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
1	Record Id	R	X(4)	4		1	Value will be a Data Constant: 'C**VRG**' (Reject)
2	Record Type	R	9(1)	1		5	Value will be a Data Constant: '1' (indicates detail record)
3	County Code	R	9(2)	2		6	Numeric County Code associated with the county where the Clerk Warrant has been filed. This should match the code passed in field 3 of the Clerk Voucher File.
4	Warrant Number	R	9(8)	8		8	The number assigned when a liability advances to the stage of being filed with a county clerk for liens to be place on the property of the tax paying entity. This should match the value passed in field 4 of the Clerk Voucher File.
5	Generation Date	R	9(8)	8		16	The date the voucher file was generated containing this warrant. Date Format: **YYYYMMDD** This should match the value passed in field 5 of the Clerk Voucher File.
6	Voucher Sequence Number	R	9(3)	3		24	A number that is unique to DOR's system per Clerk using the Electronic Warrant Exchange program for the Generation Date (field 5). For instance, if the date this file was created was 01/10/2002 and two Clerks are using the Electronic Warrant Exchange program, then the first file created for Clerk 1 would have a Sequence Number of '001' and Clerk 2 would have '002' for the Generation Date of '01102002'. This should match the value passed in field 6 of the Clerk Voucher File.
7	County Name	R	X(12)	12		27	County name associated with County Code (field 3).
8	Clerk Name	R	X(70)	70		39	The name of the Clerk currently assigned to this warrant. It is the name associated with the county in field 3.
9	Filler	R	X(92)	92		109	This field is no longer used. It will contain spaces.
10	Agent Id	R	9(4)	4		201	A unique ID assigned to each county clerk in DOR's system. Typically this ID is the County Code with preceding zeros.
11	Clerk FID	R	9(9)	9		205	The FID of the Clerk. This field does not contain dashes.
12	Filler	R	X(62)	62		214	This field is no longer used. It will contain spaces.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
13	Primary Taxpayer Type Code - Individual or Business for break down of name field	R	x(01)	1		276	One digit field that indicates whether the value in Primary Taxpayer Name (field 18) is for an individual or for a business. Data Value: 'I' for Individual / 'B' for Business
14	Primary Taxpayer Name	R	X(70)	70		277	Primary taxpayer name for Individuals or Business If the Taxpayer is a business, the name will be moved into this field as a whole, no break down. For Individual Names, this field breaks down into: Last Name Pic x(26) Filler Pic x (space) Suffix Name Pic x(5) Filler Pic x (space) First Name Pic x(15) Filler Pic x (space) Middle Initial Pic x
15	Clerk Cost Amount	R	S9(11)V9(2)	14	2	347	The amount to be paid to the Clerk by DOR after DOR receives the filing information for this warrant in the Clerk Return File.
16	Date Warrant Filed	R	9(8)	8		361	The date this warrant was filed by the Clerk. Date Format: MMDDYYYY
17	Docket Number	R	X(5)	5		369	The docket number in which this warrant was filed by the Clerk.
18	Page Number	R	X(5)	5		374	The page number in which this warrant was filed by the Clerk.

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
25	Rejected reason code	R	x(1)	1		379	The error code for why the Clerk Return File record was not able to be processed by RPS: '1' - Warrant number,Genration date and Voucher seq. do not correspond to each other '2' - Voucher Seq Number is null. '3' - Page number or Docket number is null. '4' - Generation date format is incorrect or null '5' - Date warrant filed format is incorrect or null.
26	Filler	O	x(26)	26		380	Since this is a fixed record length file, DOR may use this space at a later date to contain other relevant information for processing required by DOR or at the request of the Clerk. For now it will contain spaces.
	Periodic Extract Time Periods		Daily				
	Default Rules						
	Alphanumeric field:		Space fill				
	Numeric:		Zero				
	Record Size		405				
	Records per Block		1				
	Blocksize		405				
	Media		Electronic - FTP				
	File Name		VCHRCLK.BAD.OUT.C##.mmddyyyyhhmi				

Detail Record

Field Nbr	Field Description	Field is Required or Optional	Def	Size	Decimal	Offset	Written Field Description
			Where: ## = our county code numeric value mmddyyyyhhmi = date time stamp format Example: VCHRCLK.BAD.OUT.C20.110720020515				
	This is a reject file sent to County Clerks, who are transferring data electronically with the Department of Revenue.						