



MECKLENBURG COUNTY  
Office of Tax Collector

**Mortgage/Tax Servicing Company  
Formatting Instructions for Real Estate Tax Bill Requests and Payments**

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, tax pre-commitment and payment files may be submitted to [TaxTech@MecklenburgCountyNC.gov](mailto:TaxTech@MecklenburgCountyNC.gov) via the specified ASCII format or an Excel spreadsheet.

Please follow the format requirements to ensure timely processing of payment/file requests. Any interest that may accrue because of incorrect submissions or delayed submissions will be the responsibility of the mortgage/tax servicing company.

**Notes:**

There is 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.

The maximum number of lenders per file is 99. If more than 99 lenders are included in any payment file, 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.

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

**File Instructions:** The number of property bills requested must be included in the e-mail. 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.

**System Requirements:** The required method is e-mail attachment. Files must be fixed length, ASCII Code, with each line terminated by a carriage return/line feed OR Excel Spreadsheet

**Due Date: Pre-commitment Requests are due by June 15, 2022**

**ASCII Data File Format:**

Field No.	Field Type A=Alpha N=Numeric	Description	Position	Length
1	N	Lender Number (Assigned by Mecklenburg County). <b>Left padded with zeroes. Data right justified</b>	1 – 5	5
2		Filler	6	1
3	A	Lender Loan Number (Assigned by the lending institution) <b>Left padded with zeroes</b>	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. <b>Right padded with spaces. Data left justified</b> )	28 – 37	10
6		Filler	38 – 80	43
<b>Record Size</b>				<b>80</b>

**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

## STEP II. COUNTY PROVIDES BILLING INFORMATION TO LENDER

This information will be available for Autoagent users by July 28, 2022 by logging on to [www.autoagentsoftware.com](http://www.autoagentsoftware.com).

**Due Date:** By September 1, 2022, 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 (xxxxxxxx.xx)	205 – 215	11
			<b>Record Size</b>	<b>215</b>

### STEP III. TAX BILL PAYMENTS

**File Instructions:** The number of property bills requested must be included in the request 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.

**System Requirements:** 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, 2022.

**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) <b>Left padded with zeroes. Data right justified</b>	1 - 10	10
2	A	Lender Loan Number (Assigned by the lending institution) <b>Left padded with zeroes</b>	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. <b>Right padded with spaces. Data left justified</b>	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) <b>Left padded with zeroes</b>	65 - 75	11
8		Filler	76 - 80	5
			<b>Record Size</b>	<b>80</b>

**ASCII Data File Sample:**

0000000780000000000000000000000000109159      20192019000000000014537.83

## 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	2019	2019	000000	00007011.22
0000000634	00000000000000000000	21302423	2019	2019	000000	00011456.68
0000000625	00000000000000000000	00116130	2019	2019	000000	00009133.36
0000000625	00000000000000000000	03131306	2019	2019	000000	00001245.90
0000000625	00000000000000000000	12713102	2019	2019	000000	00009551.01
0000000625	00000000000000000000	13110208	2019	2019	000000	00001684.66
0000000625	00000000000000000000	18909133	2019	2019	000000	00003384.54
0000000625	00000000000000000000	19915250	2019	2019	000000	00007302.24
0000000728	00000000000000000000	15305120	2019	2017	000000	00000000.00
0000000728	00000000000000000000	18701411	2019	2014	000000	00000786.39

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](mailto:TaxTech@MecklenburgCountyNC.gov)