

GUIDELINE FOR INTERPRETING DATA IN CSV LOCAL DISTRIBUTION REPORTS

Overview

The data contained in the report is divided into 3 sets of data (and a record count):

- 1) Summary data
- 2) Business account data
- 3) Tax return detail data

The figures contained in the data do not include a decimal point.

Header and Record Information

Each set of data has a unique set of column headers and is distinguishable by the number indicated in the first column of the line.

Column 1 Value	Type of Information
1	Header - Summary Data
2	Record - Summary Data
3	Header – Business Account data
4	Record - Business Account data
5	Header - Tax Return Detail data
6	Record - Tax Return Detail data
9	Record count

1) Summary Data Header Key

LOC CODE	Location Code
CITY/CNTY	Type of jurisdiction (B: City; C: County)
ADMIN RATE	Rate of DOR's Administration Fee
FUND RATE	Rate at which total sales sourced to pool fund codes is distributed to the jurisdiction
POOLFUND \$	Total pool fund distributed to the jurisdiction
FEE REG \$	DOR's Fee for Administration of the Regular Local Tax
FEE OPT \$	DOR's Fee for Administration of the Optional Local Tax
REG TAX \$	Regular Local Tax collected before DOR Administrative Fee and County Share
OPT TAX \$	Optional Local Tax collected before DOR Administrative Fee and County Share
SHR REG \$	County's Share of Regular Local Tax collected
SHR OPT \$	County's Share of Optional Local Tax collected
OVRPAY ADJ	Adjustment to Distribution Amount
LOC BAL	Balance for jurisdiction before distribution
DISTR AMT	Total Amount distributed to jurisdiction for the period
PERIOD/YR	Accumulation Period and Year of the distribution
LOC NAME	Name of Jurisdiction

2) Business Account Data Header Key

REGIST #	Tax Registration Number
DATE OPEN	Date business was opened
DATE CLOSE	Date business was closed
LOCATOR CD	Internal DOR code
ASSIGN CD	Assigned LSU Code for the business
SIC	Standard Industrial Classification Number
PHONE #	Phone number of the business
NAIC CODE	North American Industry Classification System Number
ACCT STAT	Status of the Account (A: Active; C :Closed)
ACCT TYPE	Internal DOR code
ACCT FREQ	Filing frequency of business (M: Monthly; Q: Quarterly; A: Annual)
TYPE OWNER	Ownership structure of business (A: Association; M: Municipality; C: Corporation; S: Sole Proprietor; P: Partnership, etc)
EXTENSION	Phone extension
OWNER NAME	Business Entity name
DO BIS AS	"Doing Business As" name or Trade name
ADDRESS 1; ADDRESS 2; CITY; STATE; ZIP CODE	Business mailing address

3) Tax Return Detail Data Header Key

RPT LOC CD	Location Code where sale was reported
REGIST #	Tax Registration Number
TRANS CODE	Type of transaction (ELF: e-filed return; REG: paper return; CTA: correction to return; FLD: audit)
RET PERIOD	Period sale was reported
LINE CD 45	45 = Regular Local Sales Tax
TAXABLE 45	Regular Local Sales Amount reported
TAX PD 45	Regular Local Sales Tax collected
LINE CD 51	51 = Optional Local Sales Tax line
TAXABLE 51	Optional Local Sales Amount reported
TAX PD 51	Optional Local Sales Tax collected
LINE CD 46	46 = Regular Local Use Tax
TAXABLE 46	Regular Local Use Amount reported
TAX PD 46	Regular Local Use Tax collected
LINE CD 52	52 = Optional Local Use Tax
TAXABLE 52	Optional Local Use Amount reported
TAX PD 52	Optional Local Use Tax collected