

DuPage County Treasurer's Office
TPA Extranet Required Final File Format for Downloadable Data

TPA Header	
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A	Start	End	Size	Description		Description
1	1	6	6	File Creation Date - MMDDYY (i.e. 090103)	Required	1a.
2	7	10	4	TPA Number	Required	
3	11	24	14	Batch Total Amount (i.e. \$1,450,321.25 will be "00000145032125")	Required (File Total)	
4	25	30	6	"From" sequence number First Detail Record Sequence Number in Batch	Required	2a.
5	31	36	6	"To" sequence number Last Detail Record Sequence Number in Batch	Required	3a.
6	37	71	35	TPA Name - right or left justified	Required	
7	72	106	35	TPA Contact Name - right or left justified	Required	
8	107	121	15	TPA Contact Number - right or left justified	Required	
9	122	144	23	Filler-use blank spaces	Blank	

TPA Detail	
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Field	Start	End	Size	Description	Final File	Description
1	1	6	6	File Creation Date - MMDDYY (i.e. 090103)	Required	4b.
2	7	10	4	TPA Number	Required	
3	11	16	6	Batch Sequence Number - nnnnnn	Required - Generated by TPA	5b.
4	17	26	10	PIN (10 digits) - right or left justified	Required	
5	27	36	10	Tax Amount Paid 99999999v99 (i.e. \$1,495.20 = 0000149520)	Required	
6	37	42	6	Posting Date - MMDDYY (i.e. 090103)	Required	6b.
7	43	62	20	Reference Number 20 character Loan number	Required	7b.
8	63	76	14	Tax Payer First Name or Trust Number - right or left justified	Required	8b.
9	77	96	20	Tax Payer Last Name or Trust Name - right or left justified	Required	9b.
10	97	121	25	Tax Payer Street - right or left justified	Required	
11	122	133	12	Tax Payer City - right or left justified	Required	
12	134	135	2	Tax Payer State	Required	
13	136	144	9	Tax Payer Zip Code with extension (If no extension is available use zero for the last four numbers)	Required	

- 1a.** The File Creation Date is the date that the file is created and can only be equal to or less than the due date.
- 2a.** "From" Sequence number is the sequence number of the first detail record (should always be "000001").
- 3a.** "To" Sequence number is the sequence number of the last detail record. (i.e. 500 PINs will be "000500").
- 4b.** The File Creation Date is the date that the file is created and can only be equal to or less than the due date.

- 5b.** Batch Sequence Number is a sequential number starting with "000001".
- 6b.** Posting Date is the anticipated wire date- must be greater than or equal to the file creation date and less than or equal to the due date.
- 7b.** Customer loan number or account number - if not applicable, zero filled will be sufficient.
- 8b.** Only use the Tax Payer first name - if a company name, then place the company name here.
- 9b.** Only use the Tax Payer last name - if a company name, then place "NONE" in this field.