Monthly Statement of Redemptions:

Create an Excel spreadsheet containing the following values for each applicable tax record:

Town Number, Town Name, Account Number, Tax Map #, Owner Name #1, Owner Name #2, Owner Name #3, Owner Name #4, Section, Subsection, Block, Lot, Sublot, Suffix#, Cert Year(delinquent tax year), Serial #, Tax Amount, Delinquent Page #, Foreclosure Page #, Filed Month, Filed Day, Filed Year, Comment #1, Comment #2, Comment #3, Comment #4, Comment #5, Comment #6, Paid Month, Paid Day, Paid Year, Partial Redemption(Y/N), Report Month, Report Day, Report Year, SWIS Code

Sort spreadsheet by Cert Year and SWIS code, then save as .csv and rename as yyyymmSR.txt, where yyyy = year submitted and mm = month submitted, before submitting for upload.

Delinquent Tax Listing:

Create a .TIFF file of the Delinquent Tax listing report

Create an Excel spreadsheet containing the following values for each applicable tax record:

Town Code, Town Name, Account Number, Tax Map #, Owner Name #1, Owner Name #2, Owner Name #3, Owner Name #4, Section, Subsection, Block, Lot, Sublot, Suffix#, Cert Year(delinquent tax year), Serial #, Tax Amount, Delinquent Page #, Foreclosure Page #, Filed Month, Filed Day, Filed Year, Comment #1, Comment #2, Comment #3, Comment #4, Comment #5, Comment #6, Paid Month, Paid Day, Paid Year,SWIS Code

Sort spreadsheet by Cert Year and SWIS code, then save as .csv and rename as yyyyDTAX.txt, where yyyy = year submitted, before submitting for upload.

Petition of Property Foreclosures:

Create a .TIFF file of the Petition of Property Foreclosures report

Create an Excel spreadsheet containing the following values for each applicable tax record:

Town Code, Town Name, Account Number, Tax Map #, Owner Name #1, Owner Name #2, Owner Name #3, Owner Name #4, Section, Subsection, Block, Lot, Sublot, Suffix#, Cert Year(delinquent tax year), Serial #, Tax Amount, Delinquent Page #, Foreclosure Page #, Filed Month, Filed Day, Filed Year, Comment #1, Comment #2, Comment #3, Comment #4, Comment #5, Comment #6, Paid Month, Paid Day, Paid Year,SWIS Code

Sort spreadsheet by Cert Year and SWIS code, then save as .csv and rename as yyyyFORC.txt, where yyyy = year submitted, before submitting for upload.