FLORIDA

User's Guide for the
Address/Jurisdiction Database

Procedures, Standards and Helpful Hints

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Introduction to Florida's Address/Jurisdiction Database

Since 2001, the Florida Department of Revenue has maintained a statewide electronic database that designates the local taxing jurisdiction (e.g., municipality, unincorporated county area, police, and fire district) for addresses in Florida. The database has over 10 million single address records for the over 400 incorporated municipalities and 67 counties of Florida. The database designates the local taxing jurisdictions for Communications Services Tax (CST). For Insurance Premium Tax (IPT), the database indicates the police and fire codes for those local jurisdictions participating in Chapter 175 and/or Chapter 185 of the Florida Statutes.

As the state continues to grow, new development and local government actions generate changes within municipal boundaries that directly affect the addresses in the database. Many local governments are using Geographic Information Systems (GIS) to maintain parcel-based data and jurisdictional boundaries, and more recently, internet-based web mapping for making their local data available to the public. Because of the advances in GIS technology, the PointMatch web application was designed and implemented in 2013 to allow online updating and maintenance of the Address/Jurisdiction Database. This User's Guide provides instructions and tips to assist users with maintaining and updating their addresses in the database.

Public Use of the PointMatch Web Application

The PointMatch website provides public users access to Florida's Address/Jurisdiction Database without registering to create an account. The three public features are:

- **Address Lookup** allows a user to find tax rates for any address in Florida. Searches can be conducted in a variety of ways, and results are returned based on the user's search criteria. Results are displayed in a grid table and can be sorted in several ways for easier viewing. The search is performed on both published and pending addresses which will become effective in future updates.
- **Master Address List Download** provides a user the ability to download all address listings in the entire state database or download a portion of the state by county, jurisdiction or special fire district. The database is composed of 67 county sub-files. Currently, there are four (4) incorporated municipalities that traverse county boundary lines. Those are:
    - Fanning Springs in Levy and Gilchrist counties;
    - Flagler Beach in Flagler and Volusia counties;
    - Longboat Key in Manatee and Sarasota counties; and
    - Marineland in Flagler and St. Johns counties.

With addresses in multiple counties, users will need to search the files of two counties to get all addresses for those multi-county municipalities. In cases where an address crosses jurisdictional boundaries, users must download two jurisdictions to get all the units for that multi-jurisdictional address.

- **Request a Correction** allows public users to file objections for omitted or incorrect addresses in the database. This feature is discussed in detail later in the User's Guide.

Address Lookup Information

Search results are displayed based on the criteria entered by the user. Vague or broad searches may return numerous addresses. It may be necessary to be specific in a search to return a smaller number of results or to sort the results table to organize the addresses returned. Users must enter the address information (i.e., street name and street suffix) into individual fields, as displayed below:

Address Information

	House Number	Pre-Dir (N,S)	Street Name (do not include street type)	Street Type (AVE, BLVD, ST)	Post-Dir (N,S)	Hint
	2450	▾	SHUMARD OAK	BOULEVARD ▾	▾	Try removing the City Name or ZIP Code from your search. Your results will be broadened.
	City Name		ZIP Code			

Jurisdiction Information

	County Name	Jurisdiction Name	Special Fire District Name
	▾	▾	▾

The default sorting order is ascending by street name. This is displayed in the "Street" column by a blue up-pointing arrow and the number "1" next to the arrow. Results can be further sorted by any or all other columns. For each column sorted, a number appears next to the name to show the current order of the sorted result. In the example below, the search performed is for all streets in the state with "Cleveland" in the name. It is sorted by: 1) Street, 2) Suffix, 3) Predir, 4) Postdir, and 5) Number. The search resulted in 2,975 entries and shows the first 10 results. The sort affects all results, not just the page displayed.

By clicking the column name once, this sorts data by the column name in ascending order. Clicking the column name twice will sort by column name in descending order. Clicking the column three times will remove the sorting from the column. Sort criteria for the results table are saved each time a search is performed. Clicking the "Clear" action button will only clear the fields and will not remove the sorting order. Thus, the user will be required to either manually unsort all columns or click the Address Lookup link on the left-side navigation menu to clear the page and start over.

Ascending order sorts text from A to Z and numeric information from low to high.

Descending order sorts text from Z to A and numeric information from high to low.

Address Information Display

Once a search is performed, information for the yellow highlighted address is displayed below the search results table. This information is specific to only the highlighted address. It is important to note that tax rates in Florida differ from jurisdiction to jurisdiction. When locating rates for an address, the "City" name does not equate to "Jurisdiction." The City name column only denotes the *mailing* city associated with the ZIP code and should not be used to determine the taxing jurisdiction of the address. For a selected address, specific information regarding the total local rate and state tax rate for Communications Services Tax is provided. The Sales and Use Tax rates, including Discretionary Sales Surtax, are listed separately. Local Option Tourist Development Tax rate (bed tax) can be found by clicking the link to the table of these rates. Links are also provided for other information on tax rates.

Selected Address Tab: Information displayed is the general mailing information for the address highlighted on the grid table. If the address is pending, additional details are displayed.

General Details Tab: Displays the county and place codes for the selected address. If the jurisdiction has a participating fire district, the codes will also be displayed.

Communications Services and Sales Tax Tabs: Displays the current tax rates for the jurisdiction of the address. Additional information links are provided for the user to research each tax type.

Other Tax Links Tab: Provides a link to the Department's website for Insurance Premium Tax information.

Request a Correction Tab: This section allows the user to request a correction to the selected address. This will initiate the objections process for the selected address. This is discussed in detail later in the User's Guide.

Selected Address		General Details	
2056 NE NEWBERRY DR		Place: UNINCORPORATED DESOTO	Feature ID: 000000000
ARCADIA FL 34266-5695		County: DESOTO	FIPS Code: 027
		State: FL	FIPS Code: 12

Communications Services Tax		Sales Tax	
Total Local Rate:	5.82 %	State Sales Tax (General Rate):	6.00 %
State Tax Rate:	6.65 %	Other sales tax rates may apply, e.g: Electricity(7%). Read about **Sales Tax**	
Gross Receipts Tax Rate:	2.52 %	Discretionary Sales Surtax (County Tax):	0.00 %
Gross Receipts Tax Rate, if residential exemption applies:	2.37 %	A $5,000 limitation may apply under certain conditions. Read about **Discretionary Sales Surtax**	
Direct-to-Home Satellite Services Rate:	13.17 %	Local-Option Tourist Development Tax (Bed tax):	0.00 %
No local rate applies.		Applies to transient rentals of 6 months or less.	
Read about **Communications Services Tax**		Many counties self-administer tourist development tax.	
		For a list of tax rates click **here** and search for form "dr15cdt"	

Other Tax Links	Request a Correction
Read about **Insurance Premium Tax**	If you find this is an incorrect address, you may **request a correction**.

Read our **disclaimer** for information about updates and tax rate liability.

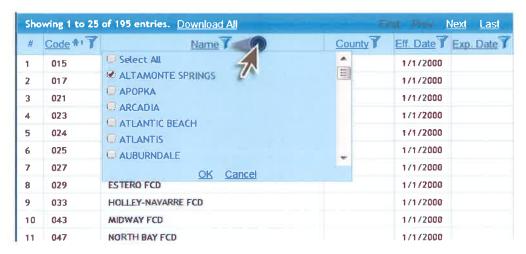## General Information Tables

Several tables are provided with general information on tax rates and codes used in the PointMatch system. The Communications Services Tax (CST) Rate table provides current information on CST rates for all jurisdictions in Florida. The Discretionary Sales Surtax (DSS) Rate table provides the current DSS rates for all Florida counties. The County and Place Codes table (see *County FIPS Codes and Place Feature ID Codes* section) provides the jurisdictional codes for all jurisdictions in Florida.

The Fire Codes and Police Codes tables (described in more detail below) provide the 3-digit fire and police codes for all taxing jurisdictions. All tables have sorting, filtering, and downloading capabilities.
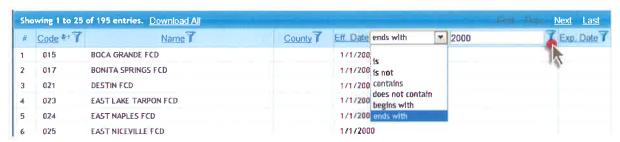
Filtering Tips

The filtering feature on the provided tables allows a user to "filter out" specific information for jurisdiction. There are two methods of filtering available:

Selection Filter: Some columns can be filtered by the information within the column. By selecting the filter icon, the user can check one or more boxes to determine the exact information to be displayed as shown below.

#	Code	Name	County	Eff. Date	Exp. Date
1	015	☐ Select All		1/1/2000	
2	017	☑ ALTAMONTE SPRINGS		1/1/2000	
3	021	☐ APOPKA		1/1/2000	
4	023	☐ ARCADIA		1/1/2000	
5	024	☐ ATLANTIC BEACH		1/1/2000	
6	025	☐ ATLANTIS		1/1/2000	
7	027	☐ AUBURNDALE		1/1/2000	
		OK Cancel			
8	029	ESTERO FCD		1/1/2000	
9	033	HOLLEY-NAVARRE FCD		1/1/2000	
10	043	MIDWAY FCD		1/1/2000	
11	047	NORTH BAY FCD		1/1/2000	

Showing 1 to 25 of 195 entries. Download All   First   Prev   Next   Last

Data Filter: In some columns, the user can filter the data in a column to return a broader range of information. This feature first requires the user to set the parameters of the data (e.g., contains, does not contain, begins with) then to enter values to return.

#	Code	Name	County	Eff. Date	ends with ▼	2000	Exp. Date
1	015	BOCA GRANDE FCD		1/1/200	is		
2	017	BONITA SPRINGS FCD		1/1/200	is not		
3	021	DESTIN FCD		1/1/200	contains		
4	023	EAST LAKE TARPON FCD		1/1/200	does not contain / begins with		
5	024	EAST NAPLES FCD		1/1/200	ends with		
6	025	EAST NICEVILLE FCD		1/1/2000			

Showing 1 to 25 of 195 entries. Download All   First   Prev   Next   Last

County FIPS Codes and Place Feature ID Codes

To facilitate the correct identification of Florida local taxing jurisdictions, the PointMatch system uses 3-digit County FIPS Code and the 9-digit GNIS Feature ID, also called "Place Feature ID". The Place Feature ID is a permanent, unique identifying number for a geographic feature record. This number is assigned by the Geographic Names Information System (GNIS) and used as a relational key for uniquely identifying, indexing, and searching geographic features, and for integrating or reconciling GNIS data with other data sets. The number has no information content. The Place Feature ID supersedes the Federal Information Processing Standard (FIPS) 55 Place Code as the Federal standard unique feature identifier.

A compilation of all codes to identify a jurisdiction can be found under the General Information navigation area under *County and Place Codes*. These can be used to determine the correct identifier for a local government. It is important to note that all unincorporated areas for Florida appear as "000000000" in the Place Feature ID field in the Master Address Listings.

Special fire districts do not have assigned Place Feature ID codes. The example below denotes 123 Main Street, Tallahassee FL, 32301 as being in the jurisdiction of Unincorporated Leon County.

Address	Mailing City	ZIP	County	Jurisdiction	Jurisdictional Identifier for the Address
123 Main Street	Tallahassee	32301	**073**	**000000000**	073 -- Leon County 000000000 -- Unincorporated Area

Florida Fire and Police Codes

Addresses in the database are used by insurance companies to assign premiums to the proper local taxing jurisdiction for the purposes of the Firefighters' and Police Offices' Pension Trust Funds (Chapters 175 and/or 185, Florida Statutes). A fire or police code will only appear on the Florida Fire Codes and Florida Police Codes tables if the jurisdiction is currently participating in the Firefighters' and Police Offices' Pension Trust Funds.

When the Department of Revenue is notified by the Department of Management Services that a local taxing jurisdiction is participating or is no longer participating, the Department will update the codes on the addresses for that jurisdiction. Municipal fire and police codes are automatically updated because they are associated with the jurisdictional boundaries of a municipality. Special fire control districts do not generally follow municipal or county boundary lines; therefore, the special fire control district must manually identify the addresses within its jurisdiction. It is also important to note that codes assigned to special fire control districts all begin with "0."

For more information on Insurance Premium Taxes and Fees visit:
http://floridarevenue.com/taxes/taxesfees/Pages/ipt.aspx

For more facts and information on the Firefighters' and Police Offices' Pension Trust Funds visit:
http://www.dms.myflorida.com/workforce_operations/retirement/local_retirement_plans/municipal_police_and _fire_plans/facts_and_figures

Pending Addresses Display

The address search result may return pending addresses not in the current published Master Address List. Addresses are updated and posted semi-annually 90 days prior to an effective date of January 1 or July 1. All local governments are primarily responsible for maintaining the address information provided on this site. Due to the frequent changes in municipal boundaries and the development of new subdivisions, this site may not be able to assign correct tax information to every address. However, the addresses are updated on a regular basis.

If a search results in a pending address to be reflected in a future published Master Address List, the address will be shown in red. The pending addition and the pending deletion will both show in the result table along with information in the Selected Address tab on actions being taken on the address. A search which returns a pending address will appear as follows:

Account Management

Registration for the PointMatch web application supports an organization's ability to either review and update the database, file objections to the database, or have a company database certified or recertified. Access to secure areas of the system is allowed only through password-protected log-in procedures. Additional features not available to public users are:

- **Address Lookup** allows a registered user all the features it offers to public users in addition to downloading address search results. For example, if a jurisdiction chooses not to download the entire jurisdiction because they would only like to see all addresses in a particular ZIP code or all addresses on one street, this feature accommodates this need. Sorting functions allow for easier manipulation of the resulting addresses.
- **Pending Address Files** downloads give registered users access to only addresses that are pending addition or deletion since the previous published Master Address List.

Account Types & Role Types

Five account types are used to define an organization's jurisdictional or business functions in the database. Each account type is assigned an access code to permit registration of users within their organization. As a supplement to an account type, role types specify an individual user's purpose in the database for the organization. One of the following account types must be chosen for a user to begin creating an account profile:

Local Government Employee (GOV): This account type is for an employee of an unincorporated county or incorporated city in Florida who has been designated by the jurisdiction as a representative to monitor and/or maintain the jurisdiction's addresses in the database.

Communications Services Provider (CSP): Business that provides communication services within the state and is planning to certify or re-certify its own database to receive a higher collection allowance is assigned to this account type. A provider must also register to file an objection to the Address/Jurisdiction Database.

Communications Services Tax Address Vendor (CSV): This account type is for businesses that provide database services to communications services providers for the assignment of customer addresses to tax jurisdictions in Florida, and would like to certify or re-certify their address database so their customers can receive a higher collection allowance. Vendors must also register to file an objection to the database.

Special Fire District Employee (SFD): This account type is for an employee of a Florida special fire control district who has been designated by the special fire district as a representative who will maintain fire code information in the Address/Jurisdiction Database for insurance premium tax purposes.

Insurance Company or Vendor (INS): An insurance company insuring property in the state. Registration is required for an insurance company or vendor to object to the Address/Jurisdiction Database.

Role types are required per account type to define the functions available to the user after registration. When registering, users must select at least one of the following, if available based on the account type selected:

Approver role is reserved for the GOV and SFD account types *only* and is authorized to review, revise and approve changes to the Address/Jurisdiction Database on behalf of a jurisdiction or special fire control district. Up to two (2) active Approvers are allowed per jurisdiction or special fire district. Approvers will be designated as the official contacts for a taxing jurisdiction and their contact information will be in the Local Government Contact List for Communications Services Tax and the Local Government Contact List for Insurance Premium Tax.

Submitter role is allowed in all account types, but user functions will vary depending on the account type. For GOV and SFD account types, the Submitter is a user who will upload files to update and maintain address information in the database. Two (2) active Submitters are allowed per jurisdiction or special fire district. For the CSP and CSV account types, the Submitter can upload files for objections or to certify or recertify an address database. For the INS account type, the Submitter can upload files for objections.

Read Only users are authorized to monitor database activities for an organization. For the GOV and SFD account types, this user can review project and case information but has no ability to submit, alter or approve updates. Five (5) active read only users are allowed per taxing jurisdiction. For the CSP and CSV account types, the user will be allowed to monitor certification progress. The Read Only role may not be used in combination with any other role and is not available for the INS account type.

Creating an Account and Updating Your Profile

The **first** Approver role access request for all taxing jurisdictions or special fire control districts, and all access requests by CSP, CSV, and INS account types, will be reviewed and approved by the Local Government Unit. When creating an account, the user's email address will serve as the user ID. Once an

approval or denial is made on a request, notification will be sent to the email on file alerting the user with instructions on any actions to be taken next. The email will contain a temporary password that must be changed at the first log in attempt.

The "Update My Profile" link is provided for users to change basic contact information. If a user moves to a new jurisdiction, it will be the responsibility of the previous jurisdiction Approver to disable the user's access.
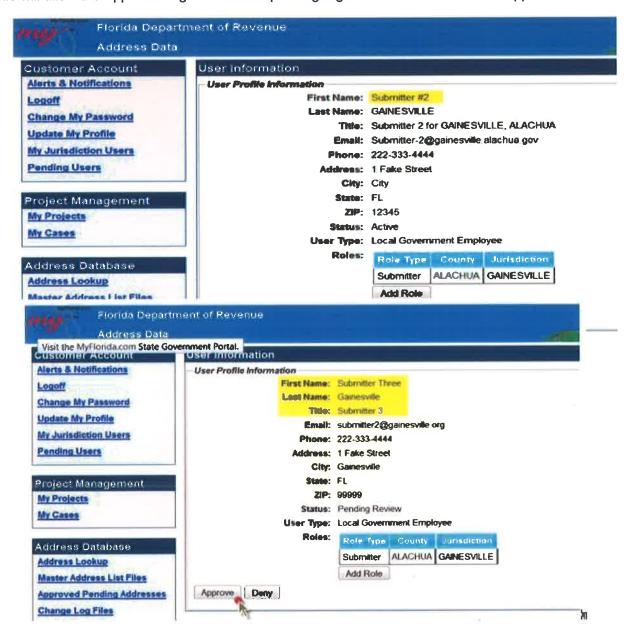
Maintaining Users

For GOV and SFD account types, the Approver role is tasked with approving, denying, and disabling users within their jurisdiction. A jurisdiction can have up to nine (9) active users at a time. The number of active users in a role cannot exceed the set limits mentioned above in the role descriptions. The "My Jurisdiction Users" queue displays the role and contact information for all past and present users in a jurisdiction. The Approver has the ability to remove access for former employees to make room for new employees requesting access. Email notifications are sent to the Approvers when a registration request is received for the jurisdiction. If the user is requesting assignment to a role that already has the maximum number of active users, the Approver must disable a user to allow a new user in the role. In the example shown below, a new user is requesting Submitter access in the Gainesville jurisdiction. The Approver must remove Submitter 2 to allow Submitter 3 access.

Step 1: Select "My Jurisdiction Users" in the Customer Account navigation area. From here, the Approver can see the pending request from Submitter 3 and that there are already 2 active users occupying that role. Upon review of the pending request, the system will not allow approval of the request until a user has been removed.

Step 2: On the My Jurisdiction Users table, select the active account for Submitter #2 and disable it. This will allow the Approver to go back to the pending registration for Submitter 3 to approve it.

Managing Roles

The purpose of role creation for the PointMatch system is to ensure the right people are in the right position to efficiently and effectively update the system. For example, if an employee is working in the GIS or Information Technology Department, that person would be appropriate for the Submitter and/or Approver role(s). If an employee is working in the Finance Department or Office of Management and Budget, that person would be best served as an Approver rather than a Submitter. For other jurisdictions, one person may perform multiple functions and can occupy both roles. Before registration, it is best to take the time to decide who in the organization best fits the role description.

There are limits on account types and role type selections. Some account types do not require certain roles to perform the necessary duties prescribed for the chosen account type. Below is a brief explanation of these limits:

- **Local Government Employee**
  - Available roles: Approver, Submitter, and Read Only.
    - System Functions and Limits: Local governments are tasked with providing the addresses to update the Address/Jurisdiction Database. Therefore, the only function they cannot perform is filing objections to the database.
- **Communications Services Provider**
  - Available role: Submitter and Read Only
    - System Functions and Limits: Only the Submitter and Read Only role types are available. The Submitter can submit objections and submit files for certification or recertification.
- **Communications Services Tax Address Vendor**
  - Available roles: Submitter and Read Only
    - System Functions and Limits: Only the Submitter and Read Only role types are available. The Submitter can submit objections and submit files for certification or recertification.
- **Special Fire District Employee**
  - Available roles: Approver, Submitter and Read Only
    - System Functions and Limits: Special Fire Districts are tasked with providing the fire code information for addresses in the Address/Jurisdiction Database. They are not required to provide any other information for the address. If there are issues with missing or incorrect addresses, the fire district must contact the local government representative where the address(es) is located to have the information corrected and added to the database. Users in this account type cannot file objections to the database.
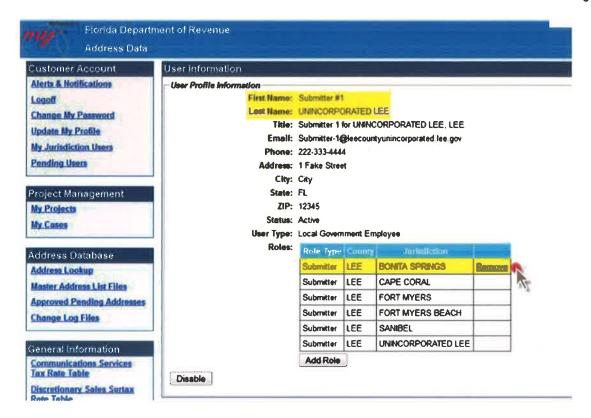- **Insurance Company or Vendor:**
  - Available roles: Submitter
    - System Functions and Limits: Users of this account type can submit objections to the database. As such, the only role required for this type is the Submitter type.

Multi-Jurisdictional Authorization

Many jurisdictions rely on county sources to maintain and supply their address database. The Submitter role was created to allow county representatives to upload the database on behalf of a municipality. The Submitter must request access from the Approver of the jurisdiction. An Approver cannot assign a Submitter to be responsible for this task. Once granted, the municipality will be authorized under the Submitter's rights. In the screenshot below, the Approver can view all jurisdictions within the county Submitter's rights, but can only remove the role or disable the user for their respective jurisdiction.

Once a jurisdiction Approver disables a user, the profile is no longer active and any attempt to log in will be halted. If an account needs to be enabled, the jurisdiction Approver will need to contact the Local Government Unit and request that the account be enabled. You will also need to contact the Local Government Unit if adding additional jurisdictions; additionally, an email should be sent by that jurisdiction's Approver granting permission to add individual(s) to the Submitter role.

Address Requirements

Address Standards

A unique address includes all elements necessary to identify a specific location in a given city or county. A city-style address consists of a primary address number, a street name and, in some cases, secondary address elements. Although secondary address elements are no longer entered into the Address/Jurisdiction Database, the secondary address is required only in cases where the local jurisdiction for the primary address is located within two different local jurisdictions.

For example: A condominium complex where the primary address has building A through C located in one jurisdiction, while buildings D through F are in another.

The Address/Jurisdiction Database is based on address points; thus, individually numbered addresses must be entered in the database. A complete address must have all the address elements necessary to be entered into the database. A standardized address is one that is:

- Fully spelled out;
- Abbreviated by using the Postal Service standard abbreviations based on Postal Addressing Standards Publication #28; and
- Uses the proper format for the address style as shown in Postal Addressing Standards Publication #28.

Address Elements

The following address elements are used to define addresses in the Address/Jurisdiction Database. Below are definitions and helpful hints for ensuring address records are not rejected during initialization of an upload file.

Address Element	Standard Field	Example	Comments
Number	10	2250	
Directional Prefix (PreDir)	2	NW, N, S, E, W, NE,SE, or SW	Any of the 8 basic compass directions using the abbreviations shown. If a pre-directional is used, it is the first element of a street name. These are displayed in the PointMatch system as a dropdown menu option to be selected.
Street Name	35	Shumard Oak	Referred to as the root street name. Components of the root street name, including compass directions like "North East" and road types like "Trail" are never abbreviated if they are part of the root. Numeric root names are an exception; they are always represented as numeric.
Suffix	4	Ave, Rd, Blvd,	A street suffix is the road type presented as a standard abbreviation following the root street name. These are displayed in the PointMatch system as a dropdown menu option to be selected.
Directional Postfix (PostDir)	2	NW, N, S, E, W, NE,SE, or SW	Any of the 8 basic compass directions using the abbreviations shown. If a post-directional is used it is the last element of a street name. These are displayed in the PointMatch system as a dropdown menu option to be selected.
City Name	40	Tallahassee	Refers to the mailing city name for the post office that serves the local area.
ZIP Code	5	32301	ZIP code for the mailing area that the address is a part of.

Helpful Hints for Ensuring Data Quality

It is important to use standards that ensure street name and address consistency. All newly assigned street names should have spellings and pronunciations that are unique within the local area (including adjacent towns and areas serviced by the local post office). Only street names determined to be unique in accordance with local government addressing ordinance should be assigned.

The following are common challenges associated with local addressing and helpful hints to ensure data is as consistent as possible.

Capitalization: Uppercase letters are preferred on all address lines.

Spelling of City Names: Spell city names in their entirety. The only acceptable abbreviation is ST for Saint. For example, Port St Joe or St Petersburg.

Use of Abbreviations: Pre-directionals and post-directionals should appear as abbreviations (N, S, E) and not spelled out. Street suffixes and secondary unit designators should appear as abbreviations from the approved lists provided.

Two Directionals: When two directional words appear consecutively as one or two words, before the street name or following the street name or suffix, then the two words become either the pre- or the post-directionals. Exceptions are any combinations of "North-South" or "East-West" as consecutive words. In these cases, the second directional becomes part of the primary name and is spelled out completely in the primary name field.

Directional as Part of Street Name: If the directional word appears between the street name and the suffix, then it appears as part of the primary street name and should be spelled out. For example, "BAY W DRIVE" should appear as "BAY WEST DR."

Two Suffixes: If an address has two consecutive words that appear on the suffix table, abbreviate the second of the two words according to the suffix table and place it in the suffix field. The first of the two

words is part of the primary address. Spell it out in its entirety as part of the street name. For example, "789 MAIN AVENUE DRIVE" should appear as "789 MAIN AVENUE DR."

Consistent Street Direction: Streets will be determined to run in one and only one direction, north-south or east-west, depending on the general trend of the street.

Name Duplication: Similar sounding names are considered to be duplication regardless of spelling. No duplication of names is permitted within the projected services area of a United States Post Office or of local public agencies such as fire and police departments. Preferably, the avoidance of duplication should be countywide because of future urbanization.

Continuity: A continuous street, or one proposed to be continuous, should bear the same name throughout, even though it changes directions. If it is interrupted by a channel, freeway, railroad, etc., and eventual connection is not probable, the segments should bear different names.

Neighboring Communities with Shared Roads: Neighboring communities should discuss the consistent naming and numbering of shared roads to eliminate any possible confusion. Examples of shared roads include roads that travel from one community into another, those that run into and then back out of a neighboring community, or those that follow a municipal or county boundary. If practical and the neighboring jurisdictions agree to keep the same name of a road running between the towns, the number should be consecutive, starting in one community and ending in the other. If neighboring communities cannot agree on the same name, each town's road segment should have a separate name and be numbered separately.

Use of Same Street Names in Neighboring Communities: This can be an issue when mail delivery in one town is performed by a post office in another town. In such cases, every effort should be made to avoid using the same street names. If this is not possible, every effort should be made to avoid duplicate street numbers to avoid postal/tax jurisdiction assignment problems.

Master Address List Format

Standard record formats are established to accommodate both the uploading and downloading of address files. For optimal efficiency, the format for all files are designed to catalogue every individual address and map them to the FIPS county, Place, Feature ID, and other taxing jurisdiction (e.g., fire district) codes. The record layout for the Master Address List files will set the standard for the Change Log files, the Approved Pending Address files, and the Single Address download. Below is a description of all columns of the Master Address List file.

Field Name	Field	Characters Maximum	Comments
*NUMBER	House number	10 – numeric	Required. If empty, the address record will be considered invalid. Any alphabetical characters used to denote unit numbers placed in this field will be removed. EX: "17A" to "17"
*PREDIR	Pre-directional	2 – alpha	EX: NW, S, SE
*STNAME	Street name	35 – alpha numeric	Required. If empty, the address record will be considered invalid.
*STSUFFIX	Street suffix	4 – alpha	EX: BLVD
*POSTDIR	Post-directional	2 – alpha	EX: NW, S, SE
UNITTYPE	Unit type	4 - alpha	This field is only required for a multi-jurisdictional primary address. EX: APT
UNITNUM	Unit number	5 – alpha numeric	This field is only required for a multi-jurisdictional primary address. EX: B4
*MAILCITY	Mailing city name	40 – alpha	Required. If empty, the address record will be considered invalid. EX: TALLAHASSEE
*ZIP	ZIP code	5 – numeric	Required. If empty, the address record will be considered invalid.

ZIP+4	ZIP code +4	4 – numeric	This field will be provided for downloading files, but is not required for uploading files.
*LAT	Latitude	15	This field heading is required for uploading files, but entries are optional. EX: +32.09876543210
*LONG	Longitude	15	This field heading is required for uploading files, but entries are optional. EX: -082.0987650000
STATEID	State FIPS Code	2 – numeric	Always 12
STATE	State name,	2 – alpha	Always FL
*COUNTYID	County FIPS Code	3 – numeric	Required.
COUNTY	County name	40 – alpha	
*FEATID	GNIS Place Feature	9 – numeric	Required.
JURISDICTION	Jurisdiction name	40 – alpha	
FIRECODE	Participating fire district code	3 – numeric	Participating municipal fire codes are populated systematically. Special fire districts codes require manual insertion.
POLCODE	Participating municipal police	3 – numeric	Participating municipal police codes are populated systematically.
PENDING	Pending record	3 – alpha	If a downloaded record is pending the field will be populated "YES"
EFFDATE	Effective date	8 - YYYYMMDD	Date an address became effective.
**EVIDENCE	Name of competent	50 - alpha numeric	This column is only required for uploading of address for objections.

*   Files being uploaded only require a portion of these fields due to some fields being systematically corrected (e.g., municipal fire codes) or not needed for the upload process.
**   Only shown in the objections process.

Updating the Address/Jurisdiction Database

Address assignment is a municipal function similar to permitting or subdivision control. In unincorporated areas, the county or other jurisdictional authority may assign addresses. Although some functions (such as street naming) are municipal functions, coordination with other authorities may be needed to ensure unique names are maintained within the larger metropolitan service area. Local taxing jurisdictions are required to upload a database of addresses to initiate changes to the Department's Address/Jurisdiction Database. Database changes can include the deletion of bad street addresses, the creation of new street addresses, corrections to existing addresses, and jurisdictional boundary changes. No local government will have direct access or authority to change the database without the Department's review.

Geographic Information System (GIS) or E911-based address databases are excellent data sources to help build or maintain accurate city or county address files. A local postmaster should also be an active participant in a community's addressing efforts. The local postmaster can provide a list of current delivery addresses to help insure that all addresses are ultimately assigned by a taxing jurisdiction.

Changes Requiring Updates to the Address/Jurisdiction Database
Boundary changes and changes in local governing bodies occur on a regular basis. There are six types of changes that can affect the local taxing jurisdiction assignment of an address and are defined as follows:

Annexation means the act or process of adding land to a government unit, usually an incorporated municipality (place), by ordinance, a court order, or other legal action.

De-annexation means the reversion or removal of real property from municipal boundaries so that the removed section becomes an unincorporated area and is governed by the county.

Incorporation (New) means the formation of a new government unit, typically a municipality, to provide specific government services for a concentration of people within legally prescribed boundaries.

Dissolution means the act of ending the legal existence of an incorporated municipality as an active or inactive government unit through legal action. Government services revert to another government unit, typically the county, wherein the municipality was located.

Merger/Consolidation means the combining or joining of separate legal government units, typically a municipality with a county or minor civil division, to form a common government.

Became Inactive means the temporary suspension of governing authority and provision for government services by one government unit, typically a municipality. Another local government unit, typically a county, assumes the temporary provision of services and authority for the jurisdictional area.

These actions typically create changes to addresses which require updates to the Department's database. The updating process supports three types of changes:

1. Address Corrections: Instances where address information such as spelling or taxing jurisdiction is incorrect.
2. Street Changes: Street name changes, street extensions, and the addition of new streets.
3. Government Changes: Annexations, new municipal incorporations and consolidations.

Competent Evidence

Any changes or additions to the Address/Jurisdiction Database must be supported by competent evidence. Competent evidence is documentation establishing that the address(es) affected by the requested change or addition is located in the local taxing jurisdiction initiating the change. There are many examples of competent evidence which include, but are not limited to, annexation ordinances, articles of incorporation, or the enhanced 911 Master Street Address Guide (MSAG) database information. The most commonly used and easily-accessible source of competent evidence is a GIS-based data file. A wide variety of data sources that qualify as competent evidence alone can be compiled and maintained in a GIS system.

If a requested change is to move an address from one local taxing jurisdiction to another, competent evidence includes the consent of the local taxing jurisdiction that did not request the change. A jurisdiction has the option to use their uploaded GIS-based database file as competent evidence.

File Sources and Evidence Submission

While it is optimal for a jurisdiction to upload their own address database, there are some jurisdictions that will rely on the Department's address point file to build their own database to maintain in-house. In these cases, the jurisdiction will be required to download the Master Address List file and make corrections directly in the file then reload the updated file. Competent evidence is required and can be uploaded directly onto the system. Users can include a paper version of Form DR-700022 with the signatures of the initiating and affected jurisdiction Approvers as evidence. This will allow the Local Government Unit to automatically approve the case related to those jurisdictions. This can only be done in cases where existing addresses are being moved into another jurisdiction and both jurisdictions have agreed to the change. Evidence files are viewable to all users affected by the project.

Effective Date

The information furnished to the Department must specify a date that the proposed database change is effective. For Communications Services Tax, database changes are effective the next ensuing January 1st or July 1st. Updates are allowed only two times a year to ensure that providers have sufficient time to respond to these changes. Therefore, while a local jurisdiction may indicate any future date for a proposed change and the system will maintain an internal record of this action, approved changes will not be reflected in the published Master Address List until the next semi-annual update cycle.

Requested changes must be posted to the online system at least 120 days prior to the January 1 or July 1 effective date of the official published Master Address List. Early local government submissions of requested changes and supporting documentation will facilitate the ability of the Department to respond to these requests and statutory deadlines.

For Insurance Premium tax, an updated Address/Jurisdiction Database is available in April and October. The database available in October is required to be used to report insurance premiums for the next calendar year, and may also be used to report insurance premiums for the current calendar year.

The Updating Process

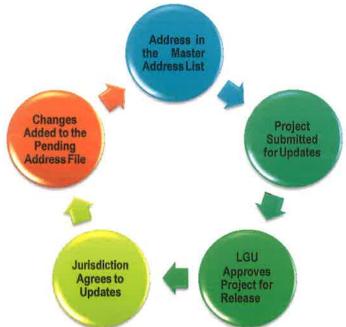Local governments, including special fire districts, should not submit updates to the system between March 4th through April 2nd or between September 4th through October 3rd. These time periods are used to comply with the 20-day case review process prior to the semi-annual database update. Unless approval is received from the Department, all projects submitted during these lockout dates will be denied.

The Department's PointMatch web application provides a simple and user-friendly update process. A user provides updates in one of two ways:

1. By uploading a file from the jurisdiction's GIS database; or
2. Downloading the Department's addresses, making the needed corrections in the file and uploading it.

After uploading the file of updated addresses, the PointMatch system validates the uploaded file then compares the addresses against addresses already in the database. This creates a "Project" for the jurisdiction.

The comparison process finds the address changes that have occurred in a jurisdiction and generates cases based on the type of change. Once reviewed and approved, database changes are stored in the pending file which immediately updates the addresses in the online database for address lookups. Approved changes are not reflected in the Master Address List until the next published update.

All required forms are generated at the end of the jurisdictional agreement process and are signed electronically.

Uploading Projects & File Validation

Only the Submitter role is allowed to upload files. To upload a file to initiate changes, the required file description must be met for the file to be validated for processing. Each header row name must be uploaded exactly as shown and cannot exceed eight (8) characters. Information provided in each field

must meet the requirements as described. Additional columns are allowed, but only the required columns will be validated. As shown on the Master Address List Record Format table, only the following headings are required to upload a file:

Field	Field	Characters Maximum	Comments
NUMBER	House number	10 – numeric	Required. If empty, the address record will be considered invalid. All alphabetical characters used to denote unit numbers placed in this field will be removed. EX: "17A" to "17"
PREDIR	Pre-directional	2 – alpha	Optional: EX: NW, S, SE
STNAME	Street name	35 – alpha numeric	Required. If empty, the address record will be considered invalid.
STSUFFIX	Street suffix	4 – alpha	Optional: EX: BLVD
POSTDIR	Post-directional	2 – alpha	Optional: EX: NW, S, SE
MAILCITY	Mailing city name	40 – alpha	Required. If empty, the address record will be considered invalid. EX: TALLAHASSEE
ZIP	ZIP code	5 – numeric	Required. If empty, the address record will be considered invalid.
LAT	Latitude	15	Optional: EX: +32.09876543210
LONG	Longitude	15	Optional: EX: -082.0987650000
FEATID	GNIS Place	9 – numeric	Required.
COUNTYID	FIPS County Code	3 – numeric	Required.
*FIRECODE	Participating fire district code	3 – numeric	Optional: Participating municipal fire codes are populated systematically. **Special fire districts codes require manual insertion.**

*NOTE: Required for Special Fire District updates only.

The uploaded file must be in CSV (comma delimited) (*.csv) format or a zipped collection of CSV files. No other files types are allowed. If the Submitter has rights in multiple counties, the user must select which county file will be uploaded. Upon selection of the county being worked in, the user will see all jurisdictions within that county for which submitter rights have been granted. All jurisdictions must be included in the file. The effective date must be selected and only the next two (2) publish dates, January 1 or July 1, are available. Users cannot create dates, only select them.

If any of the above requirements are not met, the file will not be processed. An error message will be displayed detailing the issues with the file.

Project Life Cycle

After the uploaded file has been validated, a project is created. The project will go through multiple ph ases depending on the decisions made by the user(s) or the Local Government Unit. Below is a brief description of those phases.

Initiated means a file has been uploaded.

Canceled means the user has halted processing of the file.

Pending Submitter Review means the file has been compared to the Master Address List and the Pending Address file. Cases have been generated and can be submitted to the Local Government Unit for review.

Submitted means the project has been submitted to the Local Government Unit for review.

Released means the Local Government has reviewed the project/case details and authorized its release to the jurisdiction Approvers.

Denied means the Local Government has reviewed the project/case details and did not authorize its release to the jurisdiction Approvers. This is usually due to errors with the uploaded address data.

Completed means a project has finished all stages required to update the address database by one of the following:
1. All jurisdictions have responded on cases by agreeing, partially agreeing, or disagreeing; or
2. Some of the affected jurisdictions did not respond in the allotted time and their case was automatically approved due to nonresponse.

Retracted means a project was approved for release to affected jurisdictions, but errors were found after it was released and the project is retracted. In these instances, the affected jurisdictions will be alerted and allowed to resubmit a file.

ProjectManagement

The Project Management work queue is designed to accommodate the Approver and Submitter role types for GOV and SFD account types. This area allows for easy navigation through past and present projects for the jurisdiction. A brief explanation for each link is provided below.

Upload Files – Initiate Projects: Links to the file upload page where a jurisdiction can begin the updating process. Only those with Submitter rights will have access to this link.

My Projects: Links to all projects released by the Local Government Unit to the jurisdiction. For the Approver, this table will only contain released Projects which meet the requirements to update the database or already have updated the database. For the Submitter, this table will contain all files that have ever created a Project for the jurisdiction regardless of its status.

My Cases: Links to all cases within released projects for the jurisdiction. Follows the same logic as the My Projects link with regard to the role type.

My Pending Addresses: Links to an address table showing all pending addresses for the jurisdiction since the last build.

Understanding the Project Details Page

Once a file has been processed successfully, a project number will be generated for the file and all corresponding cases will carry the project number. All information related to the initiation of the file is shown on-screen and will be attached to each case that is created. Auto refresh options are provided to allow the user to designate how often the page updates. Below is a view of an initiated project, followed by an explanation of each area of the page.

Project Reports

The comparison process will determine the changes which have occurred in a jurisdiction since the last upload. Address records not used to create cases will be displayed in Project Report. This process also filters out invalid addresses, addresses outside of a Submitter's rights and addresses flagged as "locked" from the Objection process (discussed later in the User's Guide). Below is a description of the possible reasons an address can be rejected from being processed with an example.

Title	Description	Example/Comments
Addresses to Process	All addresses which were compared to create cases	These are valid lines that have no data issues, are within the Submitter's jurisdiction, and will be used in processing.
***Invalid Addresses**	Addresses had invalid information in a field and could not be processed	These are lines that have data issues (e.g., missing street name or number is not numeric).
***Excluded Addresses**	Addresses that are not needed for processing	These are addresses that are not used in the system (e.g., PO BOX, RR, house number is 0).
Unauthorized Addresses	Addresses outside of the Submitter's jurisdiction.	Addresses not in the Submitter's jurisdiction and is not being transferred to the Submitter's jurisdiction.

Flagged Addresses	Addresses that cannot be processed as they are either duplicates or pending.	Addresses not included because of conflicts (e.g., line is pending changes in the MAL, address duplicated in upload file).
Objected Addresses	Address is locked due to the objection(s) approved by the jurisdiction.	If an objection to an address is approved, the jurisdiction cannot change the address unless it matches their uploaded file.

*Please note: Invalid and Excluded Addresses should never be associated with an address in the database and should not be included in the initial import. These addresses are not used in the file comparison process.

Each title is presented as a link to allow a user to "drill down" into each title to view the address records. Special attention should be given to addresses in the Invalid Address and Flagged Address titles as they may indicate that corrections need to be made to your database or upload file. These addresses will directly affect the cases which are produced for your current project as well as future projects. Invalid addresses can contain street suffixes not used by the Department or an invalid city name within the county. The Department maintains a list of valid mailing city names for each county and also a list of valid street suffixes. A jurisdiction can contact the Local Government Unit to obtain this information.

If the uploaded file contains an address not in the database, it is considered a new address, or an add, for the jurisdiction. Conversely, if the uploaded file does not contain an address that exists in the database, it is considered a deleted address for the jurisdiction. The example below explains what can happen if addresses are inadvertently left out of a file:

Submitter Mr. Smith works in County A and has been granted rights in the unincorporated area of County B. Municipality B1 and B2 of County B have also allowed Submitter Mr. Smith to submit files in their behalf as well. Submitter must first select County B as the target county to work in. His upload file contains all the addresses for the unincorporated area of County B and Municipality B1; he forgot to include the addresses for Municipality B2. After validation and processing of his file, a case will be created to remove all addresses for Municipality B2 from the database because no matching addresses were found for comparison.

Project Cases

Cases are displayed in a grid table with filter and sort capabilities. Cases can also be downloaded. The case number is derived from the project number which allows cases to be located easily from the My Cases grid table. There are three possible case types which can be generated:

Adds: New addresses or changed addresses.

Deletes: Bad addresses or bad address information.

Jurisdiction Change: Address changing jurisdiction.

The headings on the grid table helps the user to see the type of change, the status of the case, the lines in a case, and the current and or proposed jurisdiction in the instance of jurisdiction changes. The case status will carry the status of a project until it is released by the Local Government Unit. Once an action occurs on the case, three possible statuses (defined below) could be displayed.

Agreed: The initiating and/or affected jurisdiction(s) is in agreement with all of the address changes.
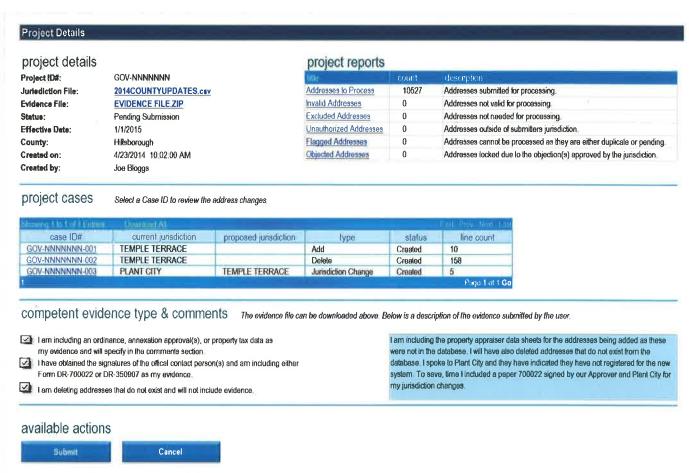
Partially Agreed: The initiating and/or affected jurisdiction(s) did not agree to some of the address changes.

Disagreed: The initiating and/or affected jurisdiction(s) did not agree to any of the address changes.

Retracted: The case was retracted and terminated by the Local Government Unit and any agreed or partially agreed addresses will not update the Master Address List.

Available Actions

This area displays all actions available to a user. Until a project has finished processing, the only option available is to cancel. If a project is canceled, the progression of the project through the update process is halted and cannot be resumed. The user must resubmit the file through the initiating phase. After the file has finished processing and cases are generated, the Submit action button opens. Usage of this button will change the status of a project to "Submitted" and emails the Submitter(s) the date and time the project was submitted to the Local Government Unit.

Project Details

project details

Project ID#:	GOV-NNNNNNN
Jurisdiction File:	2014COUNTYUPDATES.csv
Evidence File:	EVIDENCE FILE.ZIP
Status:	Pending Submission
Effective Date:	1/1/2015
County:	Hillsborough
Created on:	4/23/2014 10:02:00 AM
Created by:	Joe Bloggs

project reports

title	count	description
Addresses to Process	10527	Addresses submitted for processing.
Invalid Addresses	0	Addresses not valid for processing.
Excluded Addresses	0	Addresses not needed for processing.
Unauthorized Addresses	0	Addresses outside of submitters jurisdiction.
Flagged Addresses	0	Addresses cannot be processed as they are either duplicate or pending.
Objected Addresses	0	Addresses locked due to the objection(s) approved by the jurisdiction.

project cases   *Select a Case ID to review the address changes.*

Showing 1 to 1 of 1 Entries   Download All   First Prev Next Last

case ID#	current jurisdiction	proposed jurisdiction	type	status	line count
GOV-NNNNNNN-001	TEMPLE TERRACE		Add	Created	10
GOV-NNNNNNN-002	TEMPLE TERRACE		Delete	Created	158
GOV-NNNNNNN-003	PLANT CITY	TEMPLE TERRACE	Jurisdiction Change	Created	5

1   Page 1 of 1 Go

competent evidence type & comments   *The evidence file can be downloaded above. Below is a description of the evidence submitted by the user.*

☑ I am including an ordinance, annexation approval(s), or property tax data as my evidence and will specify in the comments section.

☑ I have obtained the signatures of the offical contact person(s) and am including either Form DR-700022 or DR-350907 as my evidence.

☑ I am deleting addresses that do not exist and will not include evidence.

I am including the property appraiser data sheets for the addresses being added as these were not in the database. I will have also deleted addresses that do not exist from the database. I spoke to Plant City and they have indicated they have not registered for the new system. To save, time I included a paper 700022 signed by our Approver and Plant City for my jurisdiction changes.

available actions

[Submit]   [Cancel]

Review and Approval of Cases

By selecting a number next to the case number, the user will be redirected to the Project Case Information page. From here, the jurisdiction Approver(s) can review each address change being submitted for an update. The Approver can choose to remove lines from a case. Addresses that are removed from a case will not update the Address/Jurisdiction Database. These addresses are included in an Excluded line report to be reviewed by the Submitter once a case is complete. Below is a view of a jurisdiction case with excluded lines.

Once the Approver has reviewed and/or removed addresses on the project case information, the DR-700022 is initiated and is ready for the electronic signature. Once the form has been signed, the addresses will update to the pending address file and immediately populate the corrected information in the Address Lookup. This will conclude the update process for local government taxing jurisdictions and the user does not need to submit the form to the Local Government Unit.

It is important to note that jurisdiction(s) will have 20 days to respond to jurisdiction change cases when the evidence proves the address change is accurate. The system will send emails to all non-responding jurisdictions 14 days prior to the end of the 20-day time limit. If consent or objection is not received from the affected jurisdiction within this time, the jurisdiction will be deemed to have agreed due to non-response.

Project Management

Project Case Information

Case ID: GOV-NNNNNNN-003
Submittal Date: 4/23/2014
Effective Date 1/1/2015
Case Status: Submitted
Submitter: Joe Bloggs

Case Type: Jurisdiction Change
County: Hillsborough
Current Jurisdiction: Plant City
Proposed Jusirdiction: Temple Terrace

#	Number	Predir	Street	Suffix	Posdir	City	Zip	Check to remove from case
1	*6100*	*E*	*110TH*	*AVE*		*TEMPLE TERRACE*	*33617*	*Approved in another case.*
2	6101	E	110TH	AVE		TEMPLE TERRACE	33617	☐
3	6102	E	110TH	AVE		TEMPLE TERRACE	33617	☐
4	6103	E	110TH	AVE		TEMPLE TERRACE	33617	☐
5	6106	E	110TH	AVE		TEMPLE TERRACE	33617	☐

1 to 5 of 5 Entries   First Prev Next Last

Page 1 of 1 Go

Remove All

Please Note: In jurisdiction change cases, you may remove addresses from a case if you do not agree with the proposed jurisdictional assignment. Check the box in the last columnn to remove an address or select the Remove All button at the bottom of the table to select and remove all addresses. The address will not be changed and will remain in the current jurisdiction.

[Sign Form DR-700022]   [Back to Project]

Special Fire Control District Consideration

A municipal fire code can be tied to an address based on the Place Feature ID code associated with the address. However, a special fire control district is not bound by municipal lines so unlike municipal fire districts, special fire control districts are required to manually add their fire code to addresses in the database. If an address does not exist, the special fire district representative should contact the jurisdiction of the address so it can be added to the database.

The method of assigning special fire district codes requires the Special Fire Control District to download their jurisdiction from the Master Address List and edit the downloaded information by adding their fire code to the address. Similar to the Submitter for multiple counties, if a user is authorized in multiple special fire districts, they will be required to specify which district they are submitting for.

Users have the option to download the Master Address List file directly from the site. The options are by:

1. Special Fire District – contains only addresses currently assigned to the special fire district;
2. County – full listing of every address in a county;
3. Jurisdiction – full listing of every address in a taxing jurisdiction; or
4. Service area – contains address in all the jurisdictions a given special fire district could possibly serve; this includes all addresses currently assigned to the jurisdiction.

Once changes are submitted, the special fire district will be required to upload the file for comparison. The comparison process will only review the fire code column to locate changes. Upon release by the Local Government Unit, the Approver for the special fire district will be required to log in to review and approve changes. Form DR-350907 will be initiated to conclude the process. If a change affects another special or municipal fire district, the affected jurisdiction must log in to review and approve changes before the address is updated.

Special fire districts are also allowed to add special fire codes to pending addresses. Once a change is made within a jurisdiction served by the fire district, the Department will notify the special fire district and has provided a pending address table to show what changes are pending. The user can download these pending addresses and add their fire code directly into that file.

Requesting Corrections

Submitting a Request for Correction

An objection to the Address/Jurisdiction Database can be initiated by any substantially affected party. There are many different circumstances where a correction is needed in the database and those include, but are not limited to:

- **An address is missing from the database** – no addresses match the address being searched for and the address information has been verified as correct.
- **Information in the address is incorrect** – incorrect information may be an incorrect ZIP code, misspelled street name, incorrect street suffix, missing or incorrect pre- or post-directionals, or incorrect city name.
- **The road name has changed** – road has been renamed and the old road name is still listed in the database instead of the new road name.
- **The taxing jurisdiction or county is incorrect** – occasionally a road may be listed in the incorrect taxing jurisdiction or county.

Before submitting an objection, it I suggested that a thorough search of the database be performed using the Address Lookup prior to filing the request. This will ensure a correction is needed.

Before granting an objection, consent will be required from the current and/or proposed jurisdiction.

Department of Revenue employees requesting adjustments in SUNTAX may also submit a request; however, address overrides or corrections must be referred to Account Management.

Only objections to the current effective database will be considered. Objections to pending database entries cannot and will not be processed and the user's request will be denied. Users are strongly encouraged to submit any requests for correction electronically. Alternative methods for submitting correction requests are available by contacting the Local Government Unit.

Part A Contact Information

When submitting a request online, certain users must register and/or log in to submit a request for correction. If this is the case, the system will redirect the user based on the contact type selected. Below is a brief description of the contact types and functions available by type.

Individual (insured or purchaser of communications services): this should be the owner of the service address being objected to. These users are not required to register to submit an objection and can only object to one service address. Validation of the user's email address will be required before the request can be submitted to the Local Government Unit for processing.

Communications Services Provider: is required to register to file an objection. These users can submit one request for multiple addresses at a time.

Communications Services Tax Address Vendor: is required to register and can submit multiple addresses for correction.

FDOR Employee: can log in using Department credentials (**username@floridarevenue.com**) to request SUNTAX corrections. These users can object to one service address at a time.

Insurance Company or Vendor: is required to register to file an objection. Users can submit one objection request for multiple addresses.

When a user requests a correction without logging into the system, the selection type of individual will be automatically selected. If the user tries to change to any other user type, the system will redirect the user to the Log In page. If the user is not registered, the page information explains who needs to register and that an objection cannot be filed until the account has been approved.

After a user type has been selected, all users are required to provide contact information. All fields are required except for title, company, and fax number. If the user is logged in, this information will be automatically filled in.

Part B Basis for Objection

In order to begin a correction request, the user must select one or more reasons for the request. Registered users are offered the option of objecting to multiple addresses.

Three reasons for requesting a correction are available to all users, and a fourth reason is available to Department of Revenue Employees only:

1. Address has incorrect jurisdiction assigned (taxing jurisdiction or county is incorrect)
2. Address does not exist (address cannot be found)
3. Address is incorrect (misspelled, missing directional, incorrect ZIP code, etc.)
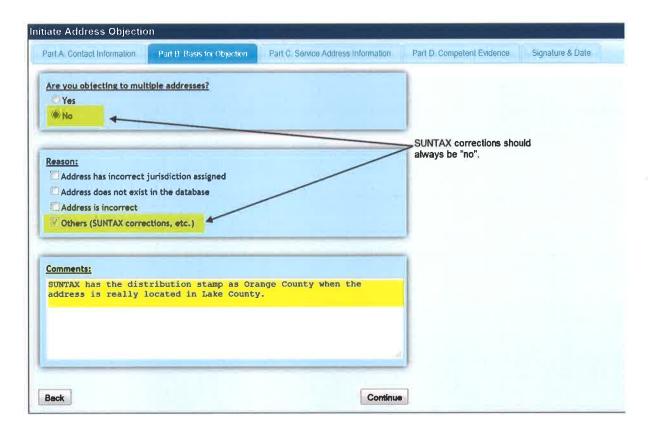4. Others (SUNTAX corrections, etc.)

A user may select any single reason available, or a valid combination of reasons. If an invalid combination of reasons is selected, the system will not allow the user to proceed. Valid combinations for single address corrections:

- Reasons 1 and 3
- Reasons 1 and 4 (DOR employees only)
- Reasons 3 and 4 (DOR employees only)
- Reasons 1, 3 and 4 (DOR employees only)

Valid combinations for multiple address corrections:

- Reasons 1 and 2
- Reasons 2 and 3

If you have any additional comments or information is necessary to explain the request, a comment section is provided.

Part C Service Address Information

Depending on the user's selection in the previous tab, single or multiple address corrections can be filed from this section.

Correcting a Single Address: If the request is for a single address, the user can fill in the required fields and proceed through to the next tab.

Correcting Multiple Addresses: If the request is for multiple address corrections, the system will provide the user with instructions for submitting a request for multiple incorrect addresses. Only registered users are allowed to submit these types of addresses.

DOR employees: For a SUNTAX only correction (shown below), enter the location address as it is shown in SUNTAX as well as the Business Partner information.

Part D Competent Evidence

Competent evidence is proof that a service address is located in the taxing jurisdiction requested.

Individual users:
- Not required to immediately submit the evidence but is required to indicate what type of evidence is available. The Local Government Unit will do a thorough search of all county and other sources to determine if the evidence supports the objection. If this cannot be confirmed, the Local Government Unit will contact the user to send the evidence through electronic means.
- Evidence provided by the individual can be a property tax bill or other evidence that indicates the jurisdiction/county of the address.
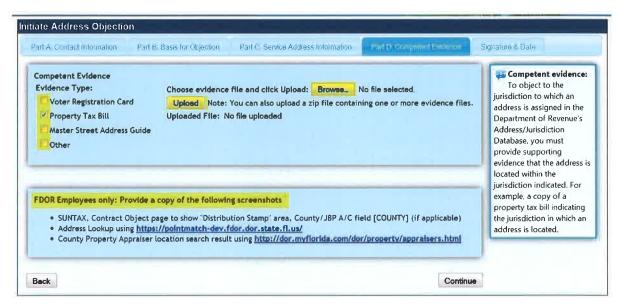
Registered users:
- Required to submit evidence files for all objection requests. Submission of the request is not allowed without uploading an evidence file.
- Evidence provided by registered users can be any of those listed in Part D.

DOR Employees:

Evidence is <u>required</u>. Acceptable evidence for DOR employees is dependent upon the type of correction requested.

- SUXTAX correction only: Copy and paste a screenshot of the current SUNTAX distribution stamp in a Word document along with either a) a screenshot of the address in Address Lookup, or b) a screenshot from the county property appraiser website listing for that address.
- SUNTAX correction and database correction: Copy and paste a screenshot of the current SUNTAX distribution stamp in a Word document along with both a) a screenshot of the address in Address Lookup, and b) a screenshot from the county property website appraiser listing for that address.

References

*The following documents were mentioned in this form and are incorporated by reference in the rules indicated below. The forms are available online at **floridarevenue.com/forms.***

Form DR-350907	Local Insurance Premium Tax Special Fire Control Districts Notification of Jurisdiction Change	Rule 12B-8.0016, F.A.C.
Form DR-700022	Notification of Jurisdiction Change for Local Communications Services Tax and Local Insurance Premium Tax	Rule 12A-19.100, F.A.C.