

Office of State Assessed Properties



Electronic Data Request

- First introduced Link in 2013.
- Refresh Memories on the Link.
- Data will be a standardize format beginning in 2014. (example to follow)

Comptroller's Main Page



The screenshot shows the main page of the Tennessee Comptroller of the Treasury website. At the top left is a portrait of Justin P. Wilson. The main header features the text "Tennessee Comptroller of the Treasury" and "Justin P. Wilson" in white on a dark blue background. Below the header is a red navigation bar with links for "Divisions / Offices", "Boards & Agencies", "Investor Information", "Publications", "Calendar & Public Notices", and "Contact Us".

On the left side, there is a vertical menu with red buttons and icons for various services: "About the Divisions", "Administration", "Local Government", "Management Services", "Property Assessments", "Research & Education Accountability", "State Assessed Properties", "State & Local Finance", "Department of Audit", "Local Government Audit", "Division of Investigations", "State Audit", and "Public Portal". Below this menu is a link for "Registration for the Government Auditing Training Seminars".

The main content area has a heading "Click here to learn more about what we do in the Comptroller's Office." followed by a "News & Updates" section. Three news items are listed, each with a PDF icon and a date:

- Chester County Conservation District Employee Stole Funds, Altered Records** (04/16/2013)
- West Tennessee Town Falls Victim to Identity Theft** (04/02/2013)
- Bedford County Public Funds Were Used to Buy Brand Name Clothes, Expensive Meals and Other Questionable Items** (04/01/2013)

Below the news items is a link for "- MORE -" and social media sharing icons for "Share", Facebook, email, and print.

To the right of the news items is a photograph of three men in suits. The caption below the photo reads: "Comptroller Wilson visits with Representatives Eric Watson and Jeremy Faison".

www.comptroller.tn.gov/index.asp

OSAP Main Page



The screenshot shows the Tennessee OSAP Main Page. At the top, the title "Tennessee Comptroller of the Treasury Office of State Assessed Properties" is displayed in white text on a dark blue background. To the right of the title are two portraits: Barry Murphy, CAE, Director, and Gary Harris, CAE, Assistant Director. Below the title and portraits is a navigation bar with red buttons for "Divisions / Offices", "Boards & Agencies", "Investor Information", "Publications", "Calendar & Public Notices", and "Contact Us".

Below the navigation bar is a search box with the text "Google™ Custom Search" and a "Search" button. To the left of the main content area is a vertical menu with red buttons for "Office of State Assessed Properties Home Page", "Ad Valorem PDF Reports", "Ad Valorem Online Filing", "Directory of Employees", "Important Dates", "Frequently Asked Questions", "Public Utility Assessment Data", "Worksheets", "Telecommunications Ad Valorem Tax Reduction Fund", "RailRoad Maps", and "Cell Tower Site Info".

The main content area has two tabs: "News & Updates" and "Contact Us". Under the "News & Updates" tab, there is a list of news items:

- 2014 Ad Valorem Online Filing Now Available to Motor Bus, Motor Carrier and Private Car Companies (with a calculator icon)
- Tax Certification Data Request (with a document icon)
- NEW** 2014 Tax Certification Data File Layout (with a PDF icon and a white arrow pointing to the right)
- 2013 City Property Tax Rolls for Public Utility and Transportation Companies (with a PDF icon)
- 2013 County Property Tax Rolls for Public Utility and Transportation Companies (with a PDF icon)
- 2012 City Property Tax Rolls for Public Utility and Transportation Companies (with a PDF icon)
- 2012 County Property Tax Rolls for Public Utility and Transportation Companies (with a PDF icon)

1. Click link on OSAP main page.

Electronic Data Request Form

Tennessee Comptroller of the Treasury

State Assessed Properties

Tax Certification Data Request Form

The Office of State Assessed Properties and Information Technology are working together to provide Company Data as requested. Requests received for 2014 Company Data will be filled after January 5, 2015. All data will be in a fixed formatted text (.TXT) file that has been updated for Tax Year 2014. Please complete Sections 1 - 2 on the form below.

Should you have any questions, please contact: Corey Tester | 615.401.7772 | Corey.Tester@cot.tn.gov

[Click here for new 2014 tax year data file layout.](#)

SECTION 1: Requestor Information

Name:*	<input type="text" value="Cynthia Langley"/>	Phone #:*	<input type="text" value="615.401.7767"/>
<i>Use xxx.xxx.xxxx phone number format.</i>			
Title:*	<input type="text" value="Legislative Systems Analyst"/>		
County/City/Vendor:*	<input type="text" value="City Recorder"/>		
Contact Email:*	<input type="text" value="cynthia.langley@cot.tn.gov"/>		
<i>Enter Contact Name and Contact Phone if different than above</i>			
Contact Name:	<input type="text"/>	Contact Phone:	<input type="text"/>
<i>Use xxx.xxx.xxxx phone number format.</i>			

SECTION 2: Data Being Requested

For Company Name and ID #:*	<input type="text" value="ALL"/>
<i>By default all companies will be provided for selected jurisdiction(s)</i>	
For County or City/County:*	<input type="text" value="Davidson County AND Cities"/>
<i>Enter "ALL" if the request is for all Cities and Counties in TN</i>	
<i>Enter "ALL Counties" if the request is for all County data in TN</i>	
<i>Enter "AND Cities" after the County name if you also need all cities within the county. Ex: "Anderson County AND Cities"</i>	
Other Information:	<input type="text" value="Testing"/>

* required field (all required fields must be completed to submit form)

Submit

2. Complete all required fields on form

3. Click submit

4. Data request is sent to OMS IT



Confirmation/Summary Page

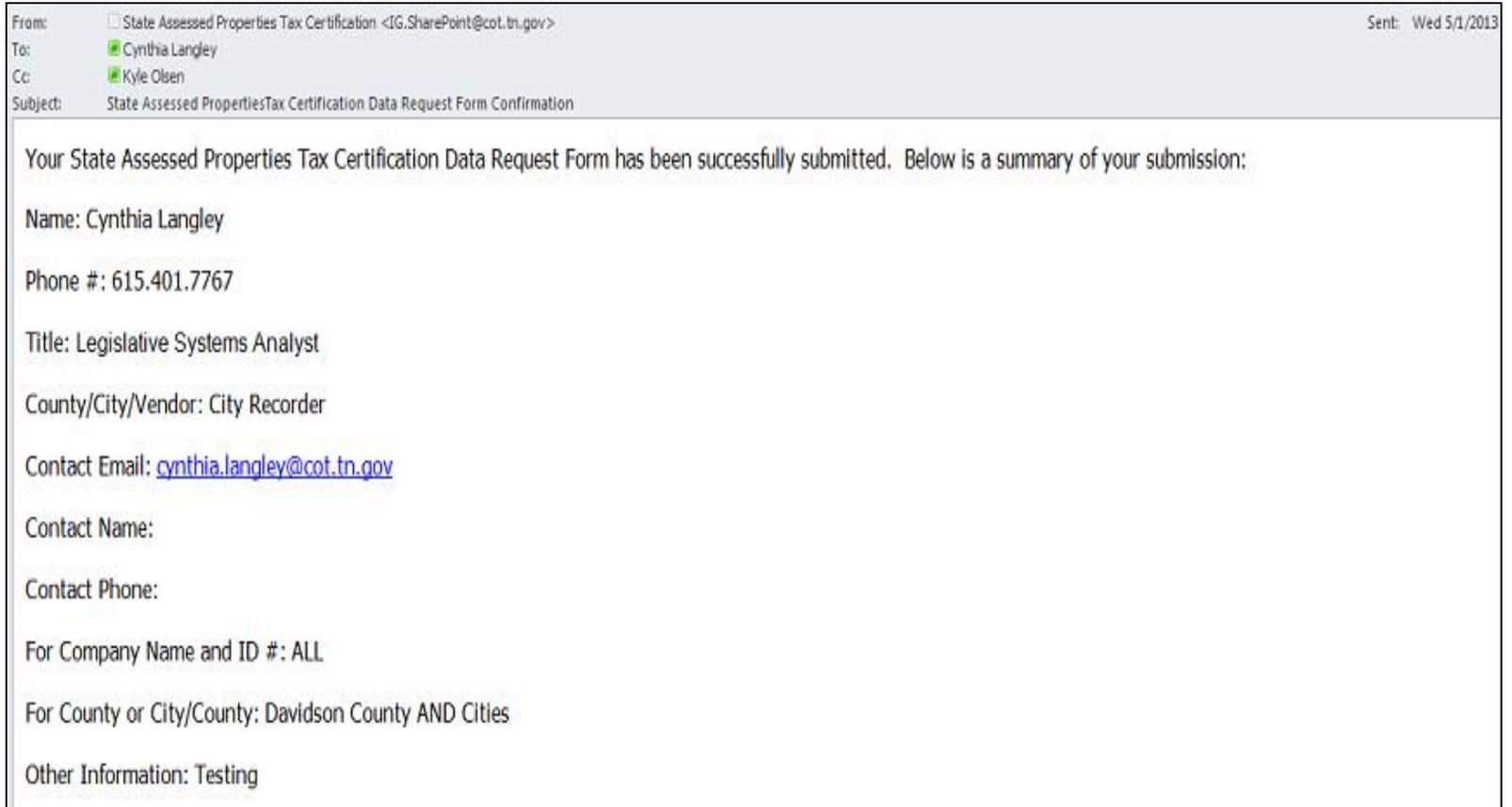
Thank you.
Your submission was successful.

**You should receive a confirmation email soon.
Please print this summary page for your records (if desired).
Close the browser window to exit.**

Name:	Cynthia Langley
Phone #:	615.401.7767
Title:	Legislative Systems Analyst
County/City/Vendor:	City Recorder
Contact Email:	cynthia.langley@cot.tn.gov
Contact Name:	
Contact Phone:	
For Company Name and ID:	ALL
For County or City/County:	Davidson County AND Cities
Other Information:	Testing

5. Confirmation page appears for submitter

Confirmation Email



6. Email confirmation sent to submitter



OSAP Tax Certification Data 2014 File Layout

STATE ASSESSED PROPERTIES
Tax Certification Data File Layout

Field Name	Start Position	Length	Example Data		Notes
			Normal Value	Formatted File Value	
County Number	1	3	11	"079"	Shelby County
City Number	4	3	479	"479"	Memphis
SSD Taxes Y/N	7	1	Y or N	"N"	Special School [Service] District Taxes included?
Company Code	8	8		EC909090	2 character alpha company type + 6 digit unique value
Company Name	16	40		"BIG BLUE LOGISTICS"	
Address 1	56	40		"TAX DEPARTMENT"	In care of
Address 2	106	40		"900 BLUES DRIVE"	
Address 3	146	40		"SUITE 1400"	
City	186	40		"MEMPHIS"	
State	226	40		"TN"	
Zip	266	5	38125-1400	"38125"	
Zip2	271	4	38125-1400	"1400"	
Assessment	275	11	\$250,000	00000250000	\$250,000 assessment = "00000250000"
Tax Rate	286	5	\$2.50	25000	\$2.50 rate = "25000"
Taxes	291	11	\$2,500	00000250000	\$2,500 tax due = "00000250000"
SSD Taxes	302	11	\$500	00000050000	Field is zero filled when no value is present
Tax Year	313	4		2014	
Filler	317	3		000	
Receipt Number	320	7	0100008	0100008	2 digit County + 5 digit sequence

Introduction to New Receipt #'s

- Beginning in 2014 the Receipt Numbers will have 7 characters.
 - The first two will be your county number.
- All vendors have been notified and will be able to utilize this format.

PROPERTY TAX NOTICE

TAX YEAR 2013	JACKSON COUNTY	TENNESSEE
Receipt# 4400001	Tax District	2013 Tax Summary
General Parcel Data		Property Tax Rate
Property Address TL000025	Tax Amount	83.00

Property Classification TELE LD	Assessment 2,929
---	----------------------------

County 044	City
----------------------	-------------

Total Amount Due	83.00
-------------------------	-------

Current Assessment Data	Tax Collection Period
	From: 01-OCT-13 To: 28-FEB-14

Total Assessment	2,929
-------------------------	-------

MR. VERNON RAGLAND
JACKSON COUNTY TRUSTEE
PO BOX 1
GAINESBORO TN 38562
(931)268-9417

A T & T COMMUNICATIONS
P. O. BOX 7207
BEDMINSTER NJ 07921

This form should be mailed to the companies.

Fold Here ←

Standard #10 Envelope

Fold Here ←



TAX PAYER'S COPY

A T & T COMMUNICATIONS
P. O. BOX 7207
BEDMINSTER NJ 07921

STATE OF TENNESSEE
PROPERTY TAX RECEIPT 2013

RECEIPT NO: 4400001
COUNTY OF: 044 - JACKSON
CITY OF:

IF PAYMENT IS MADE BY CHECK, THIS RECEIPT IS NOT VALID UNTIL
THE CHECK IS HONORED BY THE BANK ON WHICH IT WAS DRAWN
MAP AND PARCEL

DIST	MAP NO.	GP.	CTL. MAP	PARCEL	S. INT.	CITY	TAX RATE \$	PROPERTY VALUE INFORMATION	
	TL000025							100% LAND VALUE	\$
								100% IMPMT VALUE	\$
								PER PROP VALUE	\$
								TOTAL PROP VALUE	\$
								ASSESSMENT @	\$
								NET PROPERTY TAXES	\$ 2,929 83.00
ADDITIONAL DESCRIPTION								SSD	\$ 0.00
								SSD	\$ 0.00
								TOTAL SSD TAXES	\$ 0.00
WARD	DEED BOOK	DEED BK. PG.	ACRES					ROLLBACK TAXES	\$ 0.00
								MISC FEE	\$ 0.00
PLAT BOOK	PAGE	BLOCK	LOT	INT. CODE				TOTAL DUE	\$ 83.00

A LISTING OF THE LEVES COM-
POSING THE TAX RATE AND THE
PURPOSES FOR WHICH LEVIED IS
AVAILABLE IN THE OFFICE OF
THE COLLECTING OFFICIAL UPON
REQUEST

TOTAL DUE \$ 83.00
DISCOUNT % \$ _____
ADJUSTMENT \$ _____
PENALTY \$ _____
TOTAL \$ _____

PLEASE CHECK THE PARCELS AS IT IS YOUR RESPONSIBILITY
TO SEE THAT TAXES ARE PAID ON ALL YOUR PROPERTY

DATE PAID _____

AUTHORIZED OFFICIAL
MR. VERNON RAGLAND

TRUSTEE'S COPY

A T & T COMMUNICATIONS
P. O. BOX 7207
BEDMINSTER NJ 07921

STATE OF TENNESSEE
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ADDITIONAL DESCRIPTION								SSD	\$ 0.00
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WARD	DEED BOOK	DEED BK. PG.	ACRES					ROLLBACK TAXES	\$ 0.00
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MR. VERNON RAGLAND

TRUSTEE'S COPY

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STATE OF TENNESSEE
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								TOTAL PROP VALUE	\$
								ASSESSMENT @	\$
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ADDITIONAL DESCRIPTION								SSD	\$ 0.00
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WARD	DEED BOOK	DEED BK. PG.	ACRES					ROLLBACK TAXES	\$ 0.00
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DATE PAID _____

AUTHORIZED OFFICIAL
MR. VERNON RAGLAND



STATE OF TENNESSEE 2013 TAX BOOK

COUNTY OF JACKSON

NAME(S)	DIST	MAP NO.	GP.	CTL MAP	PARCEL	S. INT	APPRaised VALUE	ASMT	ASSESSED VALUE	TAX RATE	TAXES DUE	TOTAL TAXES DUE	RECEIPT NO.	DATE PAID	
A T & T COMMUNICATIONS							LAND BLDG P.P. TOTAL		2,929		83.00	83.00	4400001		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			TEL	DEED CALC						
LT.															
A T & T MOBILITY, LLC							LAND BLDG P.P. TOTAL		1,832		53.00	53.00	4400002		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			WIR	DEED CALC						
LT.															
AMERICAN TOWER MANAGEMENT, LLC.							LAND BLDG P.P. TOTAL		69,052		1,968.00	1,968.00	4400003		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			WIR	DEED CALC						
LT.															
EAST TENNESSEE NATURAL GAS, LLC							LAND BLDG P.P. TOTAL		4,548,760		129,640.00	129,640.00	4400004		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			PIP	DEED CALC						
LT.															
FEDEX CUSTOM CRITICAL, INC.							LAND BLDG P.P. TOTAL		25,401		724.00	724.00	4400005		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			MOT	DEED CALC						
LT.															
TN INDEPENDENT TELECOMMUNICATION DBA/IRIS NETWORKS							LAND BLDG P.P. TOTAL		118,525		3,378.00	3,378.00	4400006		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			TEL	DEED CALC						
LT.															
TRI-COUNTY ELECTRIC MEMBERSHIP CO							LAND BLDG P.P. TOTAL		3,118		89.00	89.00	4400007		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			ELE	DEED CALC						
LT.															
TWIN LAKES TELEPHONE COOP. CORPOI							LAND BLDG P.P. TOTAL		10,052,701		286,502.00	286,502.00	4400008		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			TEL	DEED CALC						
LT.															
UNITED STATES CELLULAR							LAND BLDG P.P. TOTAL		162,358		4,627.00	4,627.00	4400009		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			WIR	DEED CALC						
LT.															
UNIVERSAL AM-CAN, LTD.							LAND BLDG P.P. TOTAL		22,653		646.00	646.00	4400010		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			MOT	DEED CALC						
LT.															
UPPER CUMBERLAND ELECTRIC MEMB. (LAND BLDG P.P. TOTAL		7,226,780		205,964.00	205,964.00	4400011		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			ELE	DEED CALC						
LT.															
VERIZON WIRELESS TENNESSEE PARTN							LAND BLDG P.P. TOTAL		186,175		5,306.00	5,306.00	4400012		
SUBDIVISION NAME	PROPERTY ADDRESS		TAX DIST					CLASS	ACRES	SSD RATE	SSD TAXES	PENALTY & INTEREST	DISCOUNT	MORTGAGE CODE	TAXES PAID
BLK.	DEED BOOK		PAGE	INT. CODE	CITY			WIR	DEED CALC						
LT.															

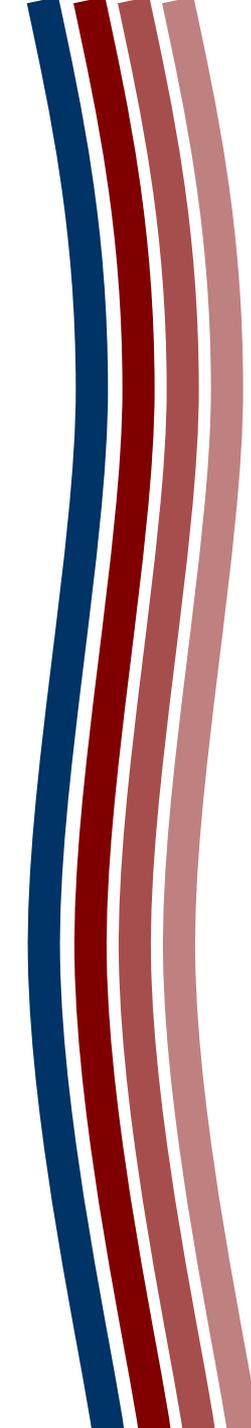


LETTER

- In December – Tax Roll will be mailed via Postal Service or E-Mailed.
- Letter enclosed requesting Tax Billing Documentation.
- Deadline Date for request.

Questions or Comments





Contact Information

Pat Dodson

Public Utility Assessment Manager

615-741-0160

pat.dodson@cot.tn.gov

