

# **Insurance Premium Tax**

**Import File Specifications for Flat File**

**Web Import (Schedule 12 and/or**

**Schedule 13)**

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## Revisions

Version	Description of Change
December 2021: Version 2	<ol style="list-style-type: none"><li>1. Updated Municipality/Fire Control District list to include the new jurisdiction of (255) Clewiston.</li><li>2. Modified document for standardization.</li><li>3. Created Revision history.</li></ol>
October 2022: Version 3	<ol style="list-style-type: none"><li>1. Updated Municipality/Fire Control District list to change the jurisdiction of (545) Lake Worth to (545) Lake Worth Beach.</li><li>2. Modified document for standardization.</li><li>3. Updated Revision history.</li></ol>
November 2023: Version 4	<ol style="list-style-type: none"><li>1. Updated Fire Control District list to include the new jurisdiction of (046) Navarre Beach Fire District.</li><li>2. Modified document for standardization.</li><li>3. Updated Revision history.</li></ol>
November 2024: Version 5	<ol style="list-style-type: none"><li>1. Updated Fire Control District list to include revised jurisdiction names.</li><li>2. Updated Position numbers on 5.1 Record Type 00 "Header Record".</li><li>3. Modified document for standardization.</li><li>4. Updated Revision history.</li></ol>

## 1 Introduction

The Florida Department of Revenue (Department) provides import functionality for insurance premium tax on the Department's website. This functionality allows the submission of information to Department. The output file created using this specification will allow users to meet the insurance premium tax filing requirements for Schedule 12 and/or Schedule 13 of the *Insurance Premium Taxes and Fees Return* (Form DR-908). Please read the specifications thoroughly prior to creating your import file to help ensure the accuracy and successful importation of your data.

## 2 Terms and Conditions

By using the Department's online application to submit return data, the user acknowledges and agrees to the following terms and conditions:

- User is responsible for correctly employing the file import specifications to create an electronic return file.
- User is responsible for generating the output file being imported.
- User agrees to make **no** configuration changes and/or modifications to the import file specifications. **Note:** Any configuration changes will result in the Department not being able to read the data submitted.
- User agrees that the import file specifications will be used for the sole purpose of converting specific tax information to meet the required format for importing data to the Department.

## 3 Import File Format Requirements

- No slashes or dashes are needed or allowed within date fields.
- All numeric amount fields are right-justified and must be preceded by zeroes. (Example: A field requires five digits; however, your entry is only a single digit. You would enter four zeroes followed by the entry, such as 00005 instead of just entering 5.)
- Fields that allow a sign are detailed in the file description.
- Field signs are trailing. (Example: 00009- = -9)
- Decimals are assumed for all currency fields. (Example: 10000 = \$100.00)
- Entries for jurisdictions and municipalities must be unique for each schedule type. No duplicates are allowed.
- The following special characters are not allowed: ~ ` ! # \$ % ^ & \* ( ) \_ = [ ] { } | \ / ? , . > < ; : ' "

## 4 Import File Structure

- **Record Type 00 "Header Record" Required record type.** Contains filing period and numeric file schedule key.
- **Record Type 12 "Schedule 12 Firefighters' Pension Trust Fund"** This record type can be repeated for as many municipalities as the user is reporting in ascending numerical order.
- **Record Type 22 "Schedule 12 Firefighters' Trailer Record"** Only one Firefighters' Trailer Record is allowed per import file.
- **Record Type 13 "Schedule 13 Police Officers' Retirement Trust Fund"** This record type can be repeated for as many municipalities as the user is reporting in ascending numerical order.
- **Record Type 23 "Schedule 13 Police Officers' Trailer Record"** Only one Police Officers' Trailer Record is allowed per file.
- **Record Type 99 "Trailer Record" Required record type.** Total count of all municipalities included in import file.

## 5 Field Descriptions and Restrictions

Each import file consists of fixed-length text. In the following tables, the position number is the place that the character must occupy within the line in the file. There are two possible character types:

- N = numerical characters only
- X = alphanumeric and special characters. In this import specification, it is used to refer to positive (+) or negative (-) signs associated with numerical amounts.

### 5.1 Record Type 00 “Header Record”

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Value must be 00 (zero, zero).
Applied Date	3-10	N	8	Applied period for the tax return in MMDDYYYY format. This must match the date the user chooses on the web application.
File Schedule Key	11-13	N	3	Numeric key that indicates the contents of the import file: <ul style="list-style-type: none"> <li>• 001 = Schedule 12 only</li> <li>• 002 = Schedule 13 only</li> <li>• 003 = Schedule 12 and Schedule 13</li> </ul>

### 5.2 Record Type 12 “Schedule 12 Firefighters’ Pension Trust Fund”

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Value must be 12 (one, two).
Firefighters’ Municipality Code	3-5	N	3	Refer to Appendix A for a list of municipality codes. The import utility only accepts codes that are valid for the chosen applied year.
Firefighters’ Taxable Premiums	6-20	N	15	The premium amount for the corresponding Firefighter municipality. The last two digits of this field are implied decimals. (Example: 10000 = \$100.00)
Firefighters’ Taxable Premiums Field Sign	21-21	X	1	Must contain a positive sign (+) or negative sign (-) only. Negative sign denotes a negative premium. A positive will be assumed for any premium that does not carry a sign.

### 5.3 Record Type 22 “Schedule 12 Firefighters’ Trailer Record”

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Value must be 22 (two, two).
Total Firefighter Municipality Entries	3-7	N	5	Total count of all Firefighter municipalities included in the import file.
Total Firefighter Taxable Premiums	8-22	N	15	The total of all Firefighter premium amount entries. This field cannot be less than zero. The last two digits of this field are implied decimals. (Example: 10000 = \$100.00)

#### 5.4 Record Type 13 “Schedule 13 Police Officers’ Retirement Trust Fund”

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Value must be 13 (one, three).
Police Officer Municipality Code	3-5	N	3	Refer to Appendix B for a list of municipality codes. The import utility only accepts codes that are valid for the chosen applied year.
Police Officer Municipality Taxable Premiums	6-20	N	15	The premium amount for the corresponding Police municipality. The last two digits of this field are implied decimals. (Example: 10000 = \$100.00)
Police Officer Taxable Premiums Field Sign	21-21	X	1	Must contain a positive sign (+) or negative sign (-) only. Negative sign denotes a negative premium. A positive will be assumed for any premium that does not carry a sign.

#### 5.5 Record Type 23 “Schedule 13 Police Officers’ Trailer Record”

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Value must be 23 (two, three).
Total Police Officer Municipality Entries	3-7	N	5	Total count of all Police Officer municipalities included in the import file.
Total Police Officer Municipality Taxable Premiums	8-22	N	15	The total of all Police Officer premium amount entries included in the import file. This field cannot be less than zero. The last two digits of this field are implied decimals. (Example: 10000 = \$100.00)

#### 5.6 Record Type 99 “Trailer Record”

Field Name	Position #	Character Type	Length	Description
Record Type	1-2	N	2	Value must be 99 (nine, nine).
Total Municipality Entries	3-7	N	5	The total count of all Firefighter municipalities (record type 12) and Police Officer municipalities (record type 13) included in the import file.

## 6 Example Import File

Schedule 12 only

```
0012312018001
120150000000000116800
125040000000000010000
123170000000000090600
129850000000001994800
22000040000000002212200
9900004
```

Schedule 13 only

```
0012312018002
13296000000000100000
2300001000000000100000
9900001
```

Schedule 12 and Schedule 13

```
0012312018003
12504000000000020000
2200001000000000020000
13296000000000100000
2300001000000000100000
9900002
```

## 7 Importing the File

- Go to the Department's [eFile and Pay Taxes, Fees, and Remittances](#) webpage, then select "Insurance Premium Tax."
- Select from two login options:
  - Enter your UserID and Password: A registered taxpayer who enrolls to file and pay electronically receives a user ID and password for logging in to online applications.
  - Enter your Federal Employer Identification Number (FEIN) and Business Partner (BP) Number: If you are a registered taxpayer, but not enrolled to file and pay electronically, you can log in with your FEI and BP numbers.
- An enrolled user has access to additional functions, such as viewing their filing history and reprint returns. To enroll to file and pay electronically, access the Department's [e-Services Enrollment](#) application. Once logged in, review the Bulletin Board for important changes to laws or processes that may affect return filing. Click the "Next" button when finished.
- To test your file, click the "Check Import File Format" button. Submitting a test file **does not** cause a submission and **does not** file a return.
- Once you have tested your file and are ready to import it, click on the "Import a File" button.

## 8 Contact Information

Contact the Department with any question(s) or comment(s) you have regarding electronic filing of your return.

- **TECHNICAL ISSUES OR TESTING:**
  - [dorgta@floridarevenue.com](mailto:dorgta@floridarevenue.com)
  - **SUBJECT LINE:** IPT Import File
  
- **TAXPAYER ASSISTANCE:**
  - (850) 488-6800
  
- **FLORIDA DEPARTMENT OF REVENUE WEBSITE:**
  - [floridarevenue.com](http://floridarevenue.com)
  
- **STATE OF FLORIDA WEBSITE:**
  - [myflorida.com](http://myflorida.com)



## 9 Appendix

### 9.1 Municipality/Fire Control District with Participation Years

For use in creating Schedule 12

**Note:** 1/1/2009 is the earliest beginning year due to the date ranges available on the file and pay website and is not necessarily the actual beginning date for the Fire Control District.

#### FIREFIGHTERS' PENSION TRUST FUND

Fire District Code and Name	Beginning Year	Ending Year
015 Boca Grande Fire Control District	1/1/2010	12/31/2199
017 Bonita Springs Fire Cont. & Rescue Dist	1/1/2010	12/31/2199
021 Destin Fire Control District	1/1/2010	12/31/2199
023 East Lake Tarpon Spec Fire Cont Dist	1/1/2010	12/31/2199
024 East Naples Fire Control District	1/1/2010	12/31/2015
024 Greater Naples Fire Rescue District	1/1/2016	12/31/2199
025 East Niceville Fire District	1/1/2010	12/31/2199
027 Englewood Area Fire Control District	1/1/2010	12/31/2199
029 Estero Fire Rescue Dist	1/1/2010	12/31/2199
033 Holley-Navarre Fire Protection District	1/1/2010	12/31/2199
043 Midway Fire District	1/1/2010	12/31/2199
046 Navarre Beach Fire Rescue District	10/1/2023	12/31/2199
047 North Bay Fire District	1/1/2010	12/31/2199
050 North Naples Fire Control District	1/1/2010	12/31/2015
050 North Collier Fire Control and Rescue District	1/1/2016	12/31/2199
053 North River Fire District	1/1/2010	12/31/2199
055 Ocean City-Wright Fire Control District	1/1/2010	12/31/2199
057 Okaloosa Island Fire Control District	1/1/2010	12/31/2199
059 Pace Fire Rescue District	1/1/2019	12/31/2199
060 Palm Harbor Spec Fire Cont & Rescue District	1/1/2010	12/31/2199
064 San Carlos Park Fire Prot & Rescue Serv District	1/1/2010	12/31/2199
067 South Walton Fire District	1/1/2010	12/31/2199
069 Southern Manatee Fire & Rescue District	1/1/2010	12/31/2199
073 St. Lucie County Fire District	1/1/2010	12/31/2199
094 West Manatee Fire & Rescue District	1/1/2010	12/31/2199
118 Apopka	1/1/2010	12/31/2199
119 Arcadia	1/1/2010	12/31/2199
128 Atlantic Beach	1/1/2010	12/31/2199
129 Atlantis	1/1/2010	12/31/2199
130 Auburndale	1/1/2010	12/31/2199
134 Avon Park	1/1/2010	12/31/2199
140 Baldwin	1/1/2010	12/31/2199
148 Bartow	1/1/2010	12/31/2199
167 Belleair	1/1/2010	12/31/2199

Fire District Code and Name	Beginning Year	Ending Year
171 Belleair Bluffs	1/1/2010	12/31/2199
183 Boca Raton	1/1/2010	12/31/2199
191 Boynton Beach	1/1/2010	12/31/2199
192 Bradenton	1/1/2010	12/31/2199
198 Briny Breezes	1/1/2010	12/31/2199
203 Brooksville	1/1/2010	12/31/2199
210 Bunnell	1/1/2010	12/31/2018
222 Cape Coral	1/1/2010	12/31/2199
229 Casselberry	1/1/2010	12/31/2199
238 Chattahoochee	1/1/2010	12/31/2199
251 Clearwater	1/1/2010	12/31/2199
253 Clermont	1/1/2010	12/31/2199
255 Clewiston	10/1/2021	12/31/2199
257 Cocoa	1/1/2010	12/31/2199
258 Cocoa Beach	1/1/2010	12/31/2199
265 Cooper City	1/1/2010	12/31/2199
268 Coral Gables	1/1/2010	12/31/2199
270 Coral Springs	1/1/2010	12/31/2199
278 Crescent City	1/1/2010	12/31/2199
279 Crestview	1/1/2010	12/31/2199
287 Dade City	1/1/2010	12/31/2199
288 Dania Beach	1/1/2010	12/31/2199
290 Davenport	1/1/2019	12/31/2199
292 Davie	1/1/2010	12/31/2199
293 Daytona Beach	1/1/2010	12/31/2199
296 Deerfield Beach	1/1/2010	12/31/2199
298 DeLand	1/1/2010	12/31/2199
301 Delray Beach	1/1/2010	12/31/2199
303 Deltona	1/1/2010	12/31/2199
316 Dunedin	1/1/2010	12/31/2199
317 Dunnellon	1/1/2010	12/31/2018
326 Eatonville	1/1/2010	12/31/2199
331 Edgewater	1/1/2010	12/31/2199
349 Eustis	1/1/2010	12/31/2199
359 Fernandina Beach	1/1/2010	12/31/2199
361 Flagler Beach	1/1/2010	12/31/2199
371 Fort Lauderdale	1/1/2010	12/31/2199
374 Fort Myers	1/1/2010	12/31/2199
379 Fort Walton Beach	1/1/2010	12/31/2199
385 Fruitland Park	1/1/2010	12/31/2199
387 Gainesville	1/1/2010	12/31/2199
402 Golf	1/1/2010	12/31/2199
416 Greenacres	1/1/2010	12/31/2199

Fire District Code and Name	Beginning Year	Ending Year
427 Gulfport	1/1/2010	12/31/2199
428 Gulf Stream	1/1/2010	12/31/2199
431 Haines City	1/1/2010	12/31/2199
432 Hallandale Beach	1/1/2010	12/31/2199
438 Havana	1/1/2010	12/31/2199
442 Hialeah	1/1/2010	12/31/2199
446 Highland Beach	1/1/2010	12/31/2199
452 Hillsboro Beach	1/1/2010	12/31/2199
458 Holly Hill	1/1/2010	12/31/2199
459 Hollywood	1/1/2010	12/31/2199
464 Homestead	1/1/2010	12/31/2199
475 Hypoluxo	1/1/2010	12/31/2199
477 Indialantic	1/1/2010	12/31/2199
480 Indian River Shores	1/1/2010	12/31/2199
491 Jacksonville (Consol.)	1/1/2010	12/31/2199
492 Jacksonville Beach	1/1/2010	12/31/2199
502 Jupiter Inlet Colony	1/1/2010	12/31/2199
504 Kenneth City	1/1/2010	12/31/2199
505 Key Biscayne	1/1/2010	12/31/2199
506 Key Colony Beach	1/1/2010	12/31/2199
509 Key West	1/1/2010	12/31/2199
515 Kissimmee	1/1/2010	12/31/2199
521 LaBelle	1/1/2010	12/31/2199
526 Lake Alfred	1/1/2011	12/31/2199
530 Lake City	1/1/2010	12/31/2199
539 Lake Mary	1/1/2010	12/31/2199
544 Lake Wales	1/1/2010	12/31/2199
545 Lake Worth Beach	1/1/2010	12/31/2199
546 Lakeland	1/1/2010	12/31/2199
551 Lauderhill	1/1/2010	12/31/2199
552 Lantana	1/1/2010	12/31/2199
553 Largo	1/1/2010	12/31/2199
554 Lauderdale-by-the-Sea	1/1/2010	12/31/2199
560 Leesburg	1/1/2010	12/31/2199
578 Longboat Key	1/1/2010	12/31/2012
579 Longwood	1/1/2010	12/31/2199
590 Lynn Haven	1/1/2010	12/31/2199
592 Macclenny	1/1/2010	12/31/2013
595 Madison	1/1/2010	12/31/2199
596 Maitland	1/1/2010	12/31/2199
602 Mangonia Park	1/1/2010	12/31/2199
603 Marathon	1/1/2010	12/31/2199
604 Marco Island	1/1/2010	12/31/2199

Fire District Code and Name	Beginning Year	Ending Year
607 Marianna	1/1/2010	12/31/2199
620 Melbourne	1/1/2010	12/31/2199
626 Miami	1/1/2010	12/31/2199
627 Miami Beach	1/1/2010	12/31/2199
640 Milton	1/1/2010	12/31/2199
645 Miramar	1/1/2010	12/31/2199
649 Monticello	1/1/2010	12/31/2199
655 Mount Dora	1/1/2010	12/31/2199
666 Naples	1/1/2010	12/31/2199
671 Neptune Beach	1/1/2010	12/31/2199
675 New Port Richey	1/1/2010	12/31/2199
676 New Smyrna Beach	1/1/2010	12/31/2199
687 North Miami Beach	1/1/2010	12/31/2199
690 North Port	1/1/2010	12/31/2199
691 North Redington Beach	1/1/2010	12/31/2199
693 Oakland Park	1/1/2010	12/31/2199
695 Ocala	1/1/2010	12/31/2199
698 Ocean Ridge	1/1/2010	12/31/2199
701 Ocoee	1/1/2010	12/31/2199
706 Okeechobee	1/1/2010	12/31/2199
709 Oldsmar	1/1/2010	12/31/2199
722 Orange Park	1/1/2010	12/31/2199
725 Orlando	1/1/2010	12/31/2199
728 Ormond Beach	1/1/2010	12/31/2199
736 Oviedo	1/1/2010	12/31/2199
743 Palatka	1/1/2010	12/31/2199
744 Palm Bay	1/1/2010	12/31/2199
745 Palm Beach	1/1/2010	12/31/2011
746 Palm Beach Gardens	1/1/2010	12/31/2199
747 Palm Beach Shores	1/1/2010	12/31/2199
748 Palm Coast	1/1/2010	12/31/2199
754 Panama City	1/1/2010	12/31/2199
755 Panama City Beach	1/1/2010	12/31/2199
761 Parkland	1/1/2010	12/31/2199
770 Pembroke Pines	1/1/2010	12/31/2199
773 Pensacola	1/1/2010	12/31/2199
776 Perry	1/1/2010	12/31/2199
787 Pinellas Park	1/1/2010	12/31/2199
789 Plantation	1/1/2010	12/31/2199
790 Plant City	1/1/2010	12/31/2199
796 Pompano Beach	1/1/2010	12/31/2199
798 Ponce Inlet	1/1/2010	12/31/2011
801 Port Orange	1/1/2010	12/31/2199

Fire District Code and Name	Beginning Year	Ending Year
811 Punta Gorda	1/1/2010	12/31/2199
816 Quincy	1/1/2010	12/31/2199
824 Redington Beach	1/1/2010	12/31/2199
825 Redington Shores	1/1/2010	12/31/2199
831 Riviera Beach	1/1/2010	12/31/2199
836 Rockledge	1/1/2010	12/31/2199
844 Safety Harbor	1/1/2010	12/31/2199
846 St. Augustine	1/1/2010	12/31/2199
849 St. Cloud	1/1/2010	12/31/2199
855 St. Petersburg	1/1/2010	12/31/2199
856 St. Pete Beach	1/1/2010	12/31/2199
865 Sanford	1/1/2010	12/31/2199
869 Sarasota	1/1/2010	12/31/2199
870 Satellite Beach	1/1/2010	12/31/2199
871 Sea Ranch Lakes	1/1/2010	12/31/2199
874 Sebring	1/1/2010	12/31/2199
875 Seminole	1/1/2010	12/31/2199
896 South Pasadena	1/1/2010	12/31/2199
900 Starke	1/1/2010	12/31/2199
909 Sunrise	1/1/2010	12/31/2199
916 Tallahassee	1/1/2010	12/31/2199
918 Tampa	1/1/2010	12/31/2199
919 Tamarac	1/1/2010	12/31/2199
920 Tarpon Springs	1/1/2010	12/31/2199
921 Tavares	1/1/2010	12/31/2199
925 Temple Terrace	1/1/2010	12/31/2199
926 Tequesta	1/1/2010	12/31/2199
930 Titusville	1/1/2010	12/31/2199
938 Valparaiso	1/1/2010	12/31/2199
941 Venice	1/1/2010	12/31/2199
944 Vero Beach	1/1/2010	12/31/2199
946 Village of North Palm Beach	1/1/2010	12/31/2199
947 Village of Palm Springs	1/1/2010	<b>12/31/2009</b>
966 West Palm Beach	1/1/2010	12/31/2199
978 Wilton Manors	1/1/2010	12/31/2199
980 Windermere	1/1/2010	12/31/2199
984 Winter Garden	1/1/2010	12/31/2199
985 Winter Haven	1/1/2010	12/31/2199
986 Winter Park	1/1/2010	12/31/2199

## 9.2 Municipality/Police District with Participation Years

For use in creating Schedule 13

**Note:** 1/1/2009 is the earliest beginning year due to the date ranges available on the file and pay website and is not necessarily the actual beginning date for the Police District.

### MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND

Police District Code and Name	Beginning Year	Ending Year
106 Altamonte Springs	1/1/2010	12/31/2199
118 Apopka	1/1/2010	12/31/2199
119 Arcadia	1/1/2010	12/31/2199
128 Atlantic Beach	1/1/2010	12/31/2199
130 Auburndale	1/1/2010	12/31/2199
132 Aventura	1/1/2010	12/31/2199
134 Avon Park	1/1/2010	12/31/2199
141 Bal Harbour Village	1/1/2010	12/31/2199
148 Bartow	1/1/2010	12/31/2199
151 Bay Harbor Island	1/1/2010	12/31/2199
167 Belleair	1/1/2010	12/31/2199
169 Belleview	1/1/2010	12/31/2199
183 Boca Raton	1/1/2010	12/31/2199
191 Boynton Beach	1/1/2010	12/31/2199
192 Bradenton	1/1/2010	12/31/2199
203 Brooksville	1/1/2010	12/31/2199
212 Bushnell	1/1/2010	12/31/2199
222 Cape Coral	1/1/2010	12/31/2199
229 Casselberry	1/1/2010	12/31/2199
251 Clearwater	1/1/2010	12/31/2199
253 Clermont	1/1/2010	12/31/2199
257 Cocoa	1/1/2010	12/31/2199
258 Cocoa Beach	1/1/2010	12/31/2199
265 Cooper City	1/1/2010	12/31/2199
268 Coral Gables	1/1/2010	12/31/2199
270 Coral Springs	1/1/2010	12/31/2199
278 Crescent City	1/1/2010	12/31/2199
279 Crestview	1/1/2010	12/31/2199
287 Dade City	1/1/2010	12/31/2199
288 Dania Beach	1/1/2010	12/31/2199
290 City of Davenport	1/1/2019	12/31/2199
292 Davie	1/1/2010	12/31/2199
293 Daytona Beach	1/1/2010	12/31/2199
296 Deerfield Beach	1/1/2010	12/31/2199
298 DeLand	1/1/2010	12/31/2199
301 Delray Beach	1/1/2010	12/31/2199
317 Dunnellon	1/1/2010	12/31/2199

Police District Code and Name	Beginning Year	Ending Year
326 Eatonville	1/1/2010	12/31/2199
331 Edgewater	1/1/2010	12/31/2199
349 Eustis	1/1/2010	12/31/2199
359 Fernandina Beach	1/1/2010	12/31/2199
361 Flagler Beach	1/1/2010	12/31/2199
371 Fort Lauderdale	1/1/2010	12/31/2199
374 Fort Myers	1/1/2010	12/31/2199
377 Fort Pierce	1/1/2010	12/31/2199
379 Fort Walton Beach	1/1/2010	12/31/2199
384 Frostproof	1/1/2010	12/31/2199
387 Gainesville	1/1/2010	12/31/2199
400 Golden Beach	1/1/2010	12/31/2199
415 Green Cove Springs	1/1/2010	12/31/2199
416 Greenacres	1/1/2010	12/31/2199
425 Gulf Breeze	1/1/2010	12/31/2199
427 Gulfport	1/1/2010	12/31/2199
431 Haines City	1/1/2010	12/31/2199
432 Hallandale Beach	1/1/2010	12/31/2199
442 Hialeah	1/1/2010	12/31/2199
443 Hialeah Gardens	1/1/2010	12/31/2199
458 Holly Hill	1/1/2010	12/31/2199
459 Hollywood	1/1/2010	12/31/2199
461 Holmes Beach	1/1/2010	12/31/2199
464 Homestead	1/1/2010	12/31/2199
472 Howey-in-the-Hills	1/1/2010	12/31/2199
477 Indialantic	1/1/2010	12/31/2199
479 Indian Harbour Beach	1/1/2010	12/31/2199
480 Indian River Shores	1/1/2010	12/31/2199
481 Indian Shores	1/1/2010	12/31/2199
491 Jacksonville (Consol.)	1/1/2010	12/31/2199
492 Jacksonville Beach	1/1/2010	12/31/2199
501 Jupiter	1/1/2010	12/31/2199
505 Key Biscayne	1/1/2010	12/31/2199
509 Key West	1/1/2010	12/31/2199
515 Kissimmee	1/1/2010	12/31/2199
524 Lady Lake	1/1/2010	12/31/2199
526 Lake Alfred	1/1/2010	12/31/2199
530 Lake City	1/1/2010	12/31/2199
536 Lake Helen	1/1/2010	12/31/2199
539 Lake Mary	1/1/2010	12/31/2199
544 Lake Wales	1/1/2010	12/31/2199
545 Lake Worth Beach	1/1/2010	12/31/2199
546 Lakeland	1/1/2010	12/31/2199

Police District Code and Name	Beginning Year	Ending Year
551 Lauderdale	1/1/2010	12/31/2199
552 Lantana	1/1/2010	12/31/2199
553 Largo	1/1/2010	12/31/2199
560 Leesburg	1/1/2010	12/31/2199
578 Longboat Key	1/1/2010	<b>12/31/2013</b>
579 Longwood	1/1/2010	12/31/2199
590 Lynn Haven	1/1/2010	12/31/2199
595 Madison	1/1/2010	12/31/2199
596 Maitland	1/1/2010	12/31/2199
604 Marco Island	1/1/2010	12/31/2199
607 Marianna	1/1/2010	12/31/2199
618 Medley	1/1/2010	12/31/2199
620 Melbourne	1/1/2010	12/31/2199
621 Melbourne Beach	1/1/2010	12/31/2199
626 Miami	1/1/2010	12/31/2199
627 Miami Beach	1/1/2010	12/31/2199
628 Miami Shores Village	1/1/2010	12/31/2199
629 Miami Springs	1/1/2010	12/31/2199
640 Milton	1/1/2010	12/31/2199
645 Miramar	1/1/2010	12/31/2199
649 Monticello	1/1/2010	12/31/2199
655 Mount Dora	1/1/2010	12/31/2199
666 Naples	1/1/2010	12/31/2199
671 Neptune Beach	1/1/2010	12/31/2199
675 New Port Richey	1/1/2010	12/31/2199
676 New Smyrna Beach	1/1/2010	12/31/2199
686 North Miami	1/1/2010	12/31/2199
687 North Miami Beach	1/1/2010	12/31/2199
690 North Port	1/1/2010	12/31/2199
693 Oakland Park	1/1/2010	12/31/2199
695 Ocala	1/1/2010	12/31/2199
701 Ocoee	1/1/2010	12/31/2199
706 Okeechobee	1/1/2010	12/31/2199
722 Orange Park	1/1/2010	12/31/2199
725 Orlando	1/1/2010	12/31/2199
728 Ormond Beach	1/1/2010	12/31/2199
736 Oviedo	1/1/2010	12/31/2199
743 Palatka	1/1/2010	12/31/2199
744 Palm Bay	1/1/2010	12/31/2199
745 Palm Beach	1/1/2010	<b>12/31/2011</b>
746 Palm Beach Gardens	1/1/2010	12/31/2199
752 Palmetto	1/1/2010	12/31/2199
754 Panama City	1/1/2010	12/31/2199



Police District Code and Name	Beginning Year	Ending Year
755 Panama City Beach	1/1/2010	12/31/2199
761 Parkland	1/1/2010	12/31/2199
770 Pembroke Pines	1/1/2010	12/31/2199
773 Pensacola	1/1/2010	12/31/2199
776 Perry	1/1/2010	12/31/2199
787 Pinellas Park	1/1/2010	12/31/2199
789 Plantation	1/1/2010	12/31/2199
790 Plant City	1/1/2010	12/31/2199
796 Pompano Beach	1/1/2010	12/31/2199
801 Port Orange	1/1/2010	12/31/2199
807 Port St. Lucie	1/1/2010	12/31/2199
811 Punta Gorda	1/1/2010	12/31/2199
816 Quincy	1/1/2010	12/31/2199
831 Riviera Beach	1/1/2010	12/31/2199
836 Rockledge	1/1/2010	12/31/2199
839 Royal Palm Beach	1/1/2010	12/31/2199
846 St. Augustine	1/1/2010	12/31/2199
849 St. Cloud	1/1/2010	12/31/2199
855 St. Petersburg	1/1/2010	12/31/2199
856 St. Pete Beach	1/1/2010	12/31/2199
865 Sanford	1/1/2010	12/31/2199
867 Sanibel	1/1/2010	12/31/2199
869 Sarasota	1/1/2010	12/31/2199
870 Satellite Beach	1/1/2010	12/31/2199
873 Sebastian	1/1/2010	12/31/2199
874 Sebring	1/1/2010	12/31/2199
879 Shalimar	1/1/2010	12/31/2199
894 South Miami	1/1/2010	12/31/2199
900 Starke	1/1/2010	12/31/2199
909 Sunrise	1/1/2010	12/31/2199
911 Surfside	1/1/2010	12/31/2199
912 Sweetwater	1/1/2010	12/31/2199
916 Tallahassee	1/1/2010	12/31/2199
918 Tampa	1/1/2010	12/31/2199
919 Tamarac	1/1/2010	12/31/2199
920 Tarpon Springs	1/1/2010	12/31/2199
921 Tavares	1/1/2010	12/31/2199
925 Temple Terrace	1/1/2010	12/31/2199
926 Tequesta	1/1/2010	12/31/2199
930 Titusville	1/1/2010	12/31/2199
936 Umatilla	1/1/2010	12/31/2199
938 Valparaiso	1/1/2010	12/31/2199
941 Venice	1/1/2010	12/31/2199

Police District Code and Name	Beginning Year	Ending Year
944 Vero Beach	1/1/2010	12/31/2199
946 Village of North Palm Beach	1/1/2010	12/31/2199
947 Village of Palm Springs	1/1/2010	12/31/2199
954 Wauchula	1/1/2010	12/31/2199
963 West Melbourne	1/1/2010	12/31/2199
966 West Palm Beach	1/1/2010	12/31/2199
976 Williston	1/1/2010	12/31/2199
978 Wilton Manors	1/1/2010	12/31/2199
984 Winter Garden	1/1/2010	12/31/2199
985 Winter Haven	1/1/2010	12/31/2199
986 Winter Park	1/1/2010	12/31/2199

### 9.3 File Formatting Errors

Error Code	Error Message	Explanation
E005	<i>Missing Header Record – must be the first line</i>	The header record should always be the first record in the file. Check your file to ensure that Record Type 00 is the first line of your import file.
E006	<i>Missing Trailer Record – must be last line</i>	The trailer record should always be the last record in the file. Check your file to ensure that Record Type 99 is the last line of your import file.
E007	<i>Data encountered after trailer record</i>	No information is allowed after Record Type 99 (Trailer Record). If this error message displays and there does not appear to be any information after the trailer record, check your file for hidden characters such as spaces or carriage returns.
E010	<i>Invalid record type encountered</i>	Only the following record types listed below are allowed in the import file: <ul style="list-style-type: none"> <li>• 00 “Header Record”</li> <li>• 12 “Schedule 12 Firefighters’ Pension Trust Fund”</li> <li>• 22 “Firefighters’ Trailer Record”</li> <li>• 13 “Schedule 13 Police Officers’ Retirement Trust Fund”</li> <li>• 23 “Police Officers’ Trailer Record”</li> <li>• 99 “Trailer Record”</li> </ul>
E011	<i>File cannot contain multiple header records.</i>	Users cannot include multiples of these record types in their import files.
E012	<i>File cannot contain multiple type 22 sub-trailer records.</i>	
E013	<i>File cannot contain multiple type 23 sub-trailer records.</i>	
E014	<i>File cannot contain multiple trailer records.</i>	
E015	<i>Record Type 22 (sub-trailer) must be present if file contains Record Type 12.</i>	
E016	<i>Record Type 22 (sub-trailer) must be preceded by a Record Type 12.</i>	If there is a Record Type 22 (Firefighters’ Trailer Record) in the import file, users must also include a Record Type 12 (Schedule 12 Firefighters’ Pension Trust Fund) in the file, and the Record Type 12 must precede the Record Type 22 entry.
E017	<i>Record Type 23 (sub-trailer) must be present if file contains Record Type 13.</i>	If there is a Record Type 23 (Police Officers’ Trailer Record) in the import file, users must also include a Record Type 13 (Schedule 13 Police Officers’ Retirement Trust Fund) in the file, and the Record Type 13 must precede the Record Type 23 entry.
E018	<i>Record Type 23 (sub-trailer) must be preceded by Record 13.</i>	
E020	<i>Record Type XX: Non-numeric data encountered. This does not include the amount fields sign in this requirement.</i>	All data fields are numeric. Non-numeric characters (alpha or “special” characters) cannot be placed in any of the data fields.
E021	<i>Invalid format for Schedule 12 amount fields, decimal implied.</i>	The last two digits in the amount fields have an implied decimal. Users do not need to include decimal points in their file.

Error Code	Error Message	Explanation
E022	<i>Invalid format for Schedule 12 amount fields, must be right-justified and zero-filled.</i>	Schedule 12 amount fields must be zero-filled. For example, if a field requires 15 digits and the user's entry only includes two, the entry must be padded with zeroes (000000000000015 instead of 15).
E023	<i>Invalid format for Sub-trailer 22 total entries field, must be right-justified and zero-filled.</i>	Amount fields in Record Type 22 (Firefighters' Trailer Record) must be zero-filled. For example, "Total Firefighter Municipality Entries" must be five digits long; however, the user is reporting a total of four municipalities. The user should put 00004 instead of 4.
E024	<i>Invalid format for Sub-trailer 22 amount field, decimal implied.</i>	The last two digits in the "Total Firefighter Municipality Taxable Premiums" field in Sub-trailer 22 are implied decimals. The user does not need to put a decimal before the last two digits. (Example: 10000 = \$100.00)
E025	<i>Invalid format for Sub-trailer 22 total taxable premiums field, must be right-justified and zero-filled.</i>	Sub-trailer 22 total taxable premiums must be numeric and padded with zeroes. (Example: 000000000010000 = \$100.00)
E026	<i>Invalid format for Schedule 13 amount fields, decimal implied.</i>	The last two digits in the Schedule 13 amount fields are implied decimals. The user does not need to put a decimal before the last two digits. (Example: 10000 = \$100.00)
E027	<i>Invalid format for Schedule 13 amount fields, must be right-justified and zero-filled.</i>	Schedule 13 amount fields must be numeric and padded with zeroes if they do not take up the maximum number of characters in the fields. (Example: 00000000010000 = \$100.00)
E028	<i>Invalid format for Sub-trailer 23 total entries field, must be right-justified and zero-filled.</i>	The total entries field for Sub-trailer 23 requires five digits. If the user is reporting an amount less than five digits long, the user must pad the beginning of the entry with zeroes (00005 instead of 5).
E029	<i>Invalid format for Sub-trailer 23 amount field, decimal implied.</i>	The total taxable premiums field for Sub-trailer 23 must be numeric, and the last two digits of the field are implied decimals. (Example: 10000 = \$100.00)
E030	<i>Invalid format for Sub-trailer 23 total taxable premiums field, must be right-justified and zero-filled.</i>	The total taxable premiums field for Sub-trailer 23 must be numeric and padded with zeroes if it does not take up the maximum number of characters for the field. (Example: 000000000010000 = \$100.00)
E031	<i>Sub-trailer 22 cannot be followed by a Record Type 12.</i>	Record Type 12 must be entered before Sub-trailer 22 in the import file.
E032	<i>Sub-trailer 23 cannot be followed by a Record Type 13.</i>	Record Type 13 must be entered before Sub-trailer 23 in the import file.
E033	<i>Invalid format for Schedule 12 amount sign field. Only +, -, or a space allowed.</i>	The only characters users can put in the Schedule 12 amount sign field are the positive/plus sign (+), the negative/minus sign (-), or a space. All other characters, including numbers, will generate an error.
E034	<i>Invalid format for Schedule 13 amount sign field. Only +, -, or a space allowed.</i>	The only characters users can put in the Schedule 13 amount sign field are the positive/plus sign (+), the negative/minus sign (-), or a space. All other characters, including numbers, will generate an error.

Error Code	Error Message	Explanation
E035	<i>Header Record Key = 001, Record Type 13 present in file.</i>	Header Record Key 001 tells the system that only Schedule 12 entries should be in the import file; however, the user has included a Record Type 13. If both record types are present, the user should use Key 003.
E036	<i>Header Record Key = 001, Record Type 12 missing from file. Invalid.</i>	Header Record Key 001 tells the system that the import file should only contain Record Type 12; however, there are no entries for Record Type 12.
E037	<i>Header Record Key = 002, Record Type 12 present in file. Invalid.</i>	Header Record Key 002 tells the system that only Schedule 13 entries should be in the import file; however, the user has included a Record Type 12. If both records are present, the user should use Key 003.
E038	<i>Header Record Key = 002, Record Type 13 missing from file. Invalid.</i>	Header Record Key 002 tells the system that the import file should only contain Record Type 13; however, there are no entries for Record Type 13.
E039	<i>Header Record Key = 003, Record Type 12 and 13 must be present in file. Invalid.</i>	Header Record Key 003 tells the system that the import file should contain both Record Type 12 and Record Type 13 entries; however, the user has only included one of the record types. If the user is only reporting Record Type 12, the user should change to Key 001. If the user is only reporting Record Type 13, the user should change to Key 002.

## 9.4 Data Validity/Field Content Errors

### Record Type 00 “Header Record”

Error Code	Error Message	Explanation
E101	<i>Record Type 00: Applied date does not match web application applied date chosen.</i>	Header Record positions 3-11, applied date, must match the applied date chosen by the user before attempting to import their file. (Example: User selected November 2018 as the applied date before attempting to import a file with the applied date of 10312018.)
E102	<i>Record Type 00: Applied date is not a valid date.</i>	Header Record positions 3-11, applied date, must be a valid date. (Example: User has 11312018 as the applied date. As November has only 30 days, this error message will display.)
E103	<i>Record Type 00: File Schedule Key is not valid, 001, 002, 003.</i>	Header Record positions 12-14 must only be 001, 002, or 003.

### Record Type 12 “Schedule 12 Firefighters’ Pension Trust Fund”

Error Code	Error Message	Explanation
E104	<i>Record Type 12: Position 3-5 Invalid Firefighter Municipality present in file.</i>	Record Type 12 positions 3-5 must contain a valid municipality code for the applied year being submitted. Please refer to pages 9 through 13 for a list of municipality codes.
E105	<i>Record Type 12: Position 3-5 Duplicate Firefighter Municipality present in file.</i>	Record Type 12 positions 3-5 must be unique. Only one instance of each municipality is allowed within the import file.

### Record Type 22 “Firefighters’ Trailer Record”

Error Code	Error Message	Explanation
E106	<i>Record Type 22: Position 3-7 Total Firefighters entries amount does not match actual entries encountered in file.</i>	Record Type 22, positions 3-7 must match the total number of all Record Type 12 entries in the import file.
E107	<i>Record Type 22: Position 8-22 Total Firefighters premium amount does not match the sum of premium amounts from entries encountered in file.</i>	Record Type 22, positions 8-22 must match the sum of all premiums in Record Type 12 entries in the import file.

### Record Type 13 “Municipal Police Officers’ Retirement Trust Fund”

Error Code	Error Message	Explanation
E108	<i>Record Type 13: Position 3-5 Invalid Police Officers’ Municipality present in file.</i>	Record Type 13, positions 3-5 (Police Municipality Code) must be valid for the applied year being submitted.
E109	<i>Record Type 13: Position 3-5 Duplicate Police Officers’ Municipality present in file.</i>	Record Type 13, positions 3-5 (Police Municipality Code) must be unique. Only one instance of each municipality is allowed within the file.

### Record Type 23 “Police Officers’ Trailer Record”

Error Code	Error Message	Explanation
E110	<i>Record Type 23: Position 3-7 Total Police Officer Municipality entries amount does not match actual entries encountered in file.</i>	Record Type 23, positions 3-7 (total Police Officer Municipality entries) must match the total number of all Record Type 13 entries in the import file.
E111	<i>Record Type 23: Position 8-22 Total Police Officer Municipality premium amount does not match the sum of premium amounts from entries encountered in file.</i>	Record Type 23, positions 8-22 (total Police Officer Municipality premiums) must match the sum of all premiums in Record Type 13 entries in the import file.

### Record Type 99 “Trailer Record”

Error Code	Error Message	Explanation
E112	<i>Record Type 99: Trailer record total does not match total number of Municipality entries</i>	Record Type 99, positions 3-7 (Total Municipality Records) must be the total of all Record Type 12 and 13 entries within the file.