



# TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

[www.sdttc.com](http://www.sdttc.com)

**Dan McAllister**  
Treasurer-Tax Collector



## CORTAC PAYMENT INSTRUCTIONS

### 1. GENERAL INFORMATION

Thank you for participating in our CORTAC FTP program. This document describes the format for submitting payment files through the County's FTP website for processing. Annual Current Secured bills and Supplemental Secured bills can be submitted in this manner. The Tax Collector will accept only one electronic payment per payment file.

#### A. Current Secured Bills

Current Secured Bills are delinquent after December 10 (first installments) and April 10 (second installments). Please refer to the **Current Secured Detail Record format** for these bills.

#### B. Supplemental Secured Bills

Supplemental Secured Bills have varying due dates. Supplemental Secured Bills can be processed through the FTP interface only if the detail record meets all of the following criteria:

1. The bill number is the actual Supplemental bill number (not the original parcel number).
2. The installment number is 1 for first installment or 2 for second installment.
3. The detail record contains the Supplemental bill installment for these bills.
4. Please refer to the **Supplemental Secured Detail Record format** for these bills.

### 2. CORTAC FILE LAYOUT FOR FTP SUBMISSION

#### A. CORTAC File naming convention: <4 digit CORTAC ID>.TXT

Please use your CORTAC ID in the first characters of the name of the file you submit. Example: 9999.TXT.

#### B. CORTAC File layout

1. 60 Characters maximum record length.
2. Line endings marked with CR+LF pair (ODOA). This is a standard Text file format.
3. Fixed length fields separated by spaces or a delimiter such as a comma.
4. The file must begin with 1 header record, followed by any number of detail records and end with 1 trailer record.
5. For Current Secured first installment bills use "1" in the installment code field. Use the "Current Secured Detail Record format". Current Secured first Installment bills are delinquent December 10.
6. For Current Secured second installment bills use "2" in the installment code field. Use the "Current Secured Detail Record format". Current Secured second Installment bills are delinquent April 10.



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7. For supplemental bills the bill number MUST be the Supplemental bill number—the first digit of the number must be “8” and the third digit must be “9” to be a Supplemental bill number. The delinquent date of the bill must be included. Use the “Supplemental Secured Record format”. For Supplemental first Installment bills, use “1” in the installment code field. For Supplemental second Installment bills, use “2” in the Installment code field. Supplemental Secured bills have varying delinquent dates.
8. If paying both installments, create one detail record for the first installment and another detail record for the second installment.

## Header Record format (used for both Current Secured and Supplemental Detail Records)

1 Header Record per file CSV or txt format

Batch Header	LENGTH	VALUE	JUST.	FILL
Record Type (Constant)	1	1		
Space Fill	1	Space or delimiter		
CORTAC ID	4	Customer’s CORTAC ID	R	0
Space Fill	1	Space or delimiter		
CORTAC Description	30	Customer Name	L	Space
Space Fill	23	Space or delimiter		
<b>Total Length</b>	<b>60</b>			

## Current Secured Detail Record format

1 Detail Record per bill CSV or txt format

Detail Record	LENGTH	VALUE	JUST.	FILL
Stub Record Type (Constant)	1	2		
Space Fill	1	Space or delimiter		
Installment Code	1	1=1 <sup>st</sup> Installment 2=2 <sup>nd</sup> Installment		
Space Fill	1	Space or delimiter		
Parcel Number	10	Secured Parcel Number	R	0
Space Fill	1	Space or delimiter		
Installment Amount	10	000000000 Unformatted installment amount. Example: \$1,500.99 = 0000150099 Enter only a single installment amount	R	0
Space Fill	1	Space or delimiter		
CORTAC ID, or Lender and Branch	7	0000000 This field is usually your CORTAC ID, however some high volume CORTAC customers use this field to identify a specific institution that pays this bills.	R	0



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Space Fill	1	Space or delimiter		
Space Fill	10	Space or delimiter		
Space Fill	1	Space or delimiter		
Loan Identification	15	Space For customer's use to further identify an item. Not used by County of San Diego.	L	Space
<b>Total Length</b>	<b>60</b>			

## Supplemental Secured Detail Record format

1 Detail Record per bill CSV or txt format

DETAIL RECORD	LENGTH	VALUE	JUST.	FILL
Stub Record Type (Constant)	1	2		
Space Fill	1	Space or delimiter		
Installment Code	1	1 = 1 <sup>st</sup> Installment 2 = 2 <sup>nd</sup> Installment		
Space Fill	1	Space or delimiter		
Supplemental Bill Number	10	The Supplemental Bill number must have an "8" in the first digit and a "9" in the third digit to be a valid Supplemental bill.	R	0
Space Fill	1	Space or delimiter		
Installment Amount	10	0000000000 Unformatted installment amount. Example: \$1,500.99 = 0000150099 Enter only a single installment amount.	R	0
Space Fill	1	Space or delimiter		
CORTAC ID, or Lender and Branch	7	0000000 This field is usually your CORTAC ID, however some high volume CORTAC customers use this field to identify a specific institution that pays this bill	R	0
Space Fill	1	Space or delimiter		
Supplemental Bill Delinquent Date	10	MM/DD/YYYY The delinquent date MUST be supplied when submitting a Supplemental bill.		
Space Fill	1	Space or delimiter		
Loan identification	15	Space For customer's use to further identify an item. Not used by County of San Diego.	L	Space
<b>Total Length</b>	<b>60</b>			



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## Trailer Record format (used for both Current Secured and Supplemental Detail Records)

1 Trailer Record per file CSV or txt format

Batch Trailer	LENGTH	VALUE	JUST.	FILL
Record Type (Constant)	1	3		
Space Fill	1	Space or delimiter		
Total Number of Detail Records	6	000000 Total count of all Detail Records in the file.	R	0
Space Fill	1	Space or delimiter		
Total Detail Record Installment Amounts	16	0000000000000000 Unformatted total amount of all detail records : Installment Amount field. Example: \$30,519.99 = 0000000003051999	R	0
Space Fill	35	Space or delimiter		
Total Length	60			

### CORTAC File examples

#### Example with space as field delimiter

```

1 7303 Your Company Name
2 1 1111601700 0000067243 0007303
2 2 1111601700 0000067243 0007303
2 1 8491812300 0000005634 0007303 05/31/2013
2 2 8291234565 0000060401 0007303 06/30/2013
3 000004 0000000000200521

```

#### Example with comma as field delimiter

```

1,7303,Your Company Name
2,1,1111601700,0000067243,0007303,
2,2,1111601700,0000067243,0007303,
2,1,8491812300,0000005634,0007303,05/31/2013
2,2,8291234565,0000060401,0007303,06/30/2013
3,000004,0000000000200521

```