

2013 REQUEST FOR COUNTY PVA ADDRESS FILES

Since July 1, 2005, the Department of Revenue (DOR) has been required to centrally administer, collect and disburse the utility gross receipts license tax (UGRLT). This tax appears on each utility bill that consumers receive. A utility provider remits the tax to DOR monthly with a return which shows the total amount of gross receipts the utility provider received from its customers at service addresses located within each school district.

In order to administer the tax, DOR requires a list of service addresses within each school district. Since the service addresses within a school taxing district have already been identified by each PVA office in its assessment database, DOR requests that each PVA office provide this data in an electronic format. **DOR will request this information each year at certification time.** The list of service addresses within a school district will be used for compliance purposes, and will be available for utility providers to ensure that the proper amount of tax is allocated and distributed to each school district.

If you are a TRIM county please contact the TRIM branch at 1-800-645-7375 for assistance in submitting this information. If you are utilizing the PVD Manage system (Jerry Maggard/GUTS) or ARM (L.I. Smith) for tax roll management, you should contact them to obtain a utility that extracts the information the department needs to comply with the law. Please send this data via e-mail to jeffl.boler@ky.gov. If e-mail is not an option, please mail a CD or DVD to:

Jeff Boler
Financial Tax Section
501 High Street, Station 66
Frankfort, KY 40601-2103

Regardless of how the information is sent, please be sure to include the **county code** and /or **county name, software used** (TRIM, ARM, PVD, or other) and the tax year for each submission. Please **do not password protect you data file.**

Files cannot be processed if the information requested below is not provided or if the file layout is incorrect.

Required Fields (TRIM or other .dat files)

MailAddress Line 1
MailAddress Line 2
MailCity
MailZip
Tax District Code
Property Location Address

Required Position Numbers

Position 1-64
Position 65-128
Position 129-192
Position 193-201
Position 202-203
Position 204-268

Required Column Labels (ARM or Excel files):

County_Num	Mail_address	C_S_Zip	Tax_Dist
Proploc-Num	Proploc_street		

If you have questions, please contact Mr. Boler at the above address, or by phone at (502) 564-9225.