

# Maryland Mass Payment Export File Layout Specification

## Overview

This format provides the ability to export bill information for use by a third party collection agency, such as a bank or other payment processing center. The third party collection agency must accept the bill information in the format defined in the provided layout. The Mass Payment Processing program creates this export file.

## Usage

The layout consists of a single line of data for each bill. Each line or record identifies information about the individual bill to be collected by the third party.

**Munis Mass Payment Export  
File Layout Specification**

**Bill Information Record Layout**

Field Name	Positions	Type	Comments
Bill Year	1-4	Numeric	Identifies the year in which the bill was created.
Bill Category	5-6	Numeric	Identifies the bill category, such as 20 (Real Estate), 25 (Personal Property), and so on.
Bill Number	7-14	Numeric	Identifies the bill number.
Parcel ID	15-34	Alphanumeric	Identifies the parcel ID for which the bill was created.
Semiannual Indicator	35	Alphanumeric	Maryland: If the bill is a semiannual bill, then this position is left blank; otherwise, this position is completed with an "X". Other states: Unused.
First Owner Name 1	36-75	Alphanumeric	The first full name of the current owner stored on the Munis customer record.
First Owner Name 2	76-115	Alphanumeric	The second full name of the current owner stored on the Munis customer record.
First Owner Address Line 1	116-145	Alphanumeric	The first address line of the current owner address stored on the Munis customer record.
First Owner Address Line 2	146-175	Alphanumeric	The second address line of the current owner address stored on the Munis customer record.
First Owner City	176-195	Alphanumeric	The city of the current owner address stored on the Munis customer record.
First Owner State	196-197	Alphanumeric	The state of the current owner address stored on the Munis customer record.
First Owner Zip	198-207	Numeric	The zip code of the current owner address stored on the Munis customer record.
Property Description Line 1	208-237	Alphanumeric	A description of the property.
Property Description Line 2	238-261	Alphanumeric	A description of the property. Maryland only.
Property Description Line 3	262-285	Alphanumeric	A description of the property. Maryland only.
Unpaid Balance	286-295	Numeric	Indicates the total of the first and second installment including interest. Decimal implied. Maryland: If date is greater than 10/1/current bill year, then the total also includes service charges.
Tax Sale Year	296-299	Numeric	Indicates the year the bill was included in a tax sale.
Tax Sale Redemption	300	Alphanumeric	Indicates whether the bill has been redeemed from tax sale.
Use Code	301-304	Alphanumeric	Indicates the class code to which the property belongs.
First Installment Amount	305-314	Numeric	Indicates the amount due on the first installment. Maryland: If this is an annual bill, then this amount is 0.
Second Installment Amount	315-324	Numeric	Indicates the amount due on the second installment. Maryland: If this is an annual bill, then this amount is 0.
Service Charge	325-334	Numeric	Maryland only: Lost interest and administrative fees.
Billed Amount	335-344	Numeric	Indicates the initial billing amount including any adjustments or abatements.