

Appendix 1: File Naming Convention Local Estimated and Local Uncollectible EESMC Files

EESMC Subject Category = Local Estimated

File name: “**LOCEST_51XXX_YYYY_999.TXT**” where:

LOCEST = Local Estimated

51XXX = the Locality’s FIPS code

YYYY = the four-digit year of the associated **deposit date**

999 = a numbering system beginning with 001 for the locality’s first file of the calendar year and continuing with 002, 003, etc.

TXT = file extension for a text file

EESMC Subject Category = Local Uncollectible

File name: “**LOCUNCOL_51XXX_YYYY.TXT**” where:

LOCUNCOL = Local Uncollectible

51XXX = your Locality’s FIPS code

YYYY = the four-digit **tax year** associated with the Uncollectible bills

TXT = file extension for a text file

NOTE: Underscores separating sections of the name are required. Do not use spaces or dashes in the file name.

SAMPLE FIPS Codes:

Accommack = 51001

Augusta = 51015

Charlotte = 51037

Chesterfield = 51041

Chesapeake = 51550

Poquoson = 51735