

Kane County ITS provides property ownership and tax information in a pipe_delimited file for the entire County. Please read this document carefully before asking questions. The file layout is included below.

We are governed by State Statute and use specific terms to describe our timeline and process:

- Tax lien date is January 1 of each year and all values are set as of that date.
- Assessment Roll is due on May 22 and is the initial setting of values by the Assessor's Office. The State Assessed values are set by the State and are routinely later than May 22.
- Valuation Protest process happens in September and will change some Assessment Roll values.
- Final values for Tax Roll are due by Oct 1 and then the process of producing Tax Notices must be done by Nov 1,
- Rare administrative changes can be made to the Tax Roll up until Dec 31.
- Name and address data is updated by the Recorder's Office and is current as of the date of your file which is run when your payment is received.
- We cannot add more fields or data to this file.

Once you receive the file we can send you a list of subdivision codes that will help you sort our serial numbers into subdivisions. Then you need to use the following instructions.

When pulling the data file into excel it works best if you open excel first and click file, open, so the import wizard can help you set up the columns you want. A screen shot showing the pipe delimiter option is included below. Also you should set the serial number column to be **text only** so that excel doesn't turn the information into dates or try to do math with all the dashes.

We do not support this file, it is a simple text file that can be pulled into excel or similar spreadsheet or db types of software. This file will have the entire county, over 16,000 records, and costs \$200.00.

To request this file please send an e-mail to its@kane.utah.gov and,

Please make the check payable to Kane County and mail it to:

Kane County Information Technology Services 76 North Main Kanab, UT 84741

When we receive the check we will e-mail you the file.

Dave Owens, Director Kane County Information Technology Services

KANE COUNTY PUBLIC EXTRACT FILE LAYOUT

**** This is a pipe delimited file, if multi instance it is delimited with (3) ;;;**

DESCRIPTION

Account Number

Parcel Number

District Number

Tax Year

Owner Name ** Multi Instance

Mailing Address

Address 2

City

State

Zip

Country

Taxable Value

Market Value – Land

Market Value – Improvements

Acres (5.2)

Situs Address

In-Care-of-Name

Total Taxes (9.2)

Balance Due Flag

Other Taxes Due Flag

Assessment Classification ** Multi Instance

Assessment Classification Market Value ** Multi Instance

Assessment Classification Taxable Value **Multi Instance

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Legal Description

If you are going to use excel click on “file” “open” Find the directory you copied the “public” file into and change the type to all. Change the Original data type to Delimited.



Set the Delimiters to other and enter the “ | “ sign in the box.

