

Sales Ratio Returns – File Upload Information

The North Dakota Office of State Tax Commissioner is re-working the process of how the Sales Ratio Returns are submitted to the department. Currently all Sales Ratio Returns are either mailed or emailed to the North Dakota Office of State Tax Commissioner in a .pdf or excel form. This process will be changed to allow an electronic flat-file upload via the department's online Taxpayer Access Point (TAP). Each county or large city can submit a file that contains their Sales Ratio information.

The type of file to be uploaded will be a "flat-file", which is a .txt or .csv file that contains a predefined layout. The predefined layout is needed in order to validate all fields and amounts at the time of upload.

The character used as the delimiter needs to be a unique character that is not found in the data being submitted. The pipe "|" or the tilde "~" can be used as a valid delimiter. Text fields do not have to be filled with spaces. Currency or decimal type fields can contain commas, and decimal places are required for the cents or decimal amounts (where applicable).

There are three separate files that make up the Sales Ratio process, Schedule BX, Sales Ratio Abstract, and the Sales Ratio Supplemental File. The file will contain a field that is used to distinguish between the three types. This field is specified in each File Layout file. Additional file layout specifications can be found on the applicable File Layout file.

Validation of the file will be made at the time of file upload. If any errors are found, they will be displayed to the user that submit the file upload. If errors are found, the file will have to be corrected and re-uploaded before the upload is accepted. A list of validation rules can be found on the File Validation files.

Once the upload process has completed, the user will have the ability to view specific information that directly applies to the file that was just uploaded. This information can be saved or printed and can be viewed any time after the upload is complete.