

ELECTRIC TRANSMISSION TAX GUIDE

The changes described below are the result of the automation of the Electric Transmission Tax (ETT).
Please take a few moments to carefully read the following instructions:

TA - will be automatically created from the information you upload in the TB.

TB – will be uploaded using the excel spreadsheet provided. The spreadsheet is set up with column headings (as seen below) that correspond to the field numbers. Each column on the spreadsheet corresponds to the field number on the file layout sheet.

**Before uploading remove the headings. Then save as a pipe delimited file (instructions are attached at the bottom of these instructions).

FILE LAYOUT:

Electric Transmission Tax (TB)			
Pipe “ ” Delimited File Layout			
Field Number	Field Name	Field Type	Description
1	Year	String	Four Digit Year
2	File Type	String	Value should be “TB”. Determines the type of the file
3	County Number	String	Two Digit County Code
4	County Name	String	Name of the County where the transmission originated.
5	City Name	String	Name of city where the transmission originated*

SPREADSHEET EXAMPLE:

A	B	C	D	E
year	file type	county #	county name	city name
2016	tb	08	Burleigh	
2016	tb	08	Burleigh	
2016	tb	08	Burleigh	
2016	tb	08	Burleigh	

HINTS/RULES FOR UPLOADING:

- **Either** a Township Name **or** a City Name can be used per record. Not both.
- If a township name is used, the section, township and range number fields must be completed (see next illustration).
- If a city name is used, the section, township and range number fields must be blank.

FILE LAYOUT:

6	Township Number	Numeric	Township number in PLSS legal description where transmission originated**
7	Township name	String	Name of the Township where the transmission originated*
8	Range Number	Numeric	Range number in PLSS legal description where transmission originated **
9	Section Number	Numeric	Section number in PLSS legal description where transmission originated **
10	School District	String	School District where transmission originated
11	Fire District	String	Fire District where transmission originated
12	Other Tax District	String	Other Tax District
13	Other Tax District 2	String	Other Tax District

SPREADSHEET EXAMPLE:

F	G	H	I	J	K	L	M
township #	township name	range #	section #	school district	fire district	other tax district	other tax district 2 miles
137	Lincoln	80	2	Bismarck	Bismarck	Bismarck	
137	Lincoln	80	2	Bismarck	Bismarck	Bismarck	
137	Lincoln	80	2	Bismarck	Bismarck	Bismarck	
137	Lincoln	80	2	Bismarck	Bismarck	Bismarck	

HINTS/RULES FOR UPLOADING:

- Only numbers will be allowed in the section, township and range columns (cannot have N137 or 80W).
- Please take time to double check the information for the County, Township and City numbers and information on our website at:

<http://www.nd.gov/tax/user/businesses/formspublications/property-tax/forms--instructions>

- If the township name does not match the township and range numbers listed online, the upload will contain errors and will not be accepted.
- Taxing districts are handled in the same manner as they always have been.

FILE LAYOUT:

14	Year in Service	String	Four digit year. Year the Transmission line became active if after 1/1/2009. If prior to 1/1/2009 enter 1900. All cells must contain a four digit year.
15	Line Voltage (kv)	Decimal	Kilovolts in numeric form. May contain decimal. ***
16	Schedule Number	Numeric	Numeric value to determine the TB schedule being uploaded

SPREADSHEET EXAMPLE:

N	O	P	
year in service	line voltage	schedule #	L
1900	115	1	
2015	230	3	
1900	230	2	
2003	230	4	

HINTS/RULES FOR UPLOADING:

- Year in Service – make sure to have each cell in this column filled out. If the year is prior to 2009 and/or unknown use 1900 as the year.
- Kilovolts field: Numbers only – do not add KV to the cell.
- Schedule Numbers:
 - 1 = TB-1 - Transmission Line Placed in Service On or Prior to January 1, 2009
 - 2 = TB-2 - Transmission Line Placed in Service After January 1, 2009 and Before December 31, 2013
 - 3 = TB-3 - Transmission Line Placed in Service After December 31, 2013
 - TB-4 - Transmission Line Placed in Service After October 1, 2002 and filed under 57-06-17.3

FILE LAYOUT:

17	Less than 50 kv	Decimal	Mileage of line less than 50 kilovolts****
18	50 kv-99 kv	Decimal	Mileage of line between 50 kilovolts and 99 kilovolts****
19	100 kv-199 kv	Decimal	Mileage of line between 100 kilovolts and 199 kilovolts****
20	200 kv-229 kv	Decimal	Mileage of line between 200 kilovolts and 229 kilovolts****
21	200 kv-299 kv	Decimal	Mileage of line between 200 kilovolts and 299 kilovolts****
22	230 kv or more	Decimal	Mileage of line 230 kilovolts or greater****
23	300 kv or more	Decimal	Mileage of line 300 kilovolts or greater****
24	Percentage Owned	Decimal	Percentage of transmission line owned by company. May contain decimal**

SPREADSHEET EXAMPLE:

Q	R	S	T	U	V	W	X
Less than 50 kv	50 kv – 99 kv	100 kv – 199 kv	200 kv – 229 kv	200 kv – 299 kv	230 kv or more	300 kv or more	% OWNED
0	0	1.02	0	0	0	0	1
0	0	0	0	0	0.468	0	1
0	0	0	0	1.49	0	0	0.33
0	0	0	0	0.546	0	0	1

HINTS/RULES FOR UPLOADING:

- Mileage fields: Numbers only. Record one circuit/line per row.

Each separate line is to be reported separately on its operating voltage and its total mileage of that line within the state.

Examples: 69/115 will need to be split onto two lines
 69 Dbl will need to be split onto two lines
 69 Trp will need to be split onto three lines

- When entering the mileage into your spreadsheet make sure to follow the voltage parameters as shown below:

- TB-1 - Transmission Line Placed in Service On or Prior to January 1, 2009

Total Mileage of Transmission Lines				
Less than 50 kv \$50 / mile	50 kv or more, and less than 100 kv \$100 / mile	100 kv or more, and less than 200kv \$200 / mile	200 kv or more, and less than 300 kv \$400 / mile	300 kv or more \$600 / mile

- TB-2 - Transmission Line Placed in Service After January 1, 2009 and Before December 31, 2013

Total Mileage of Transmission Lines				
Less than 50 kv \$50 / mile	50 kv or more, and less than 100 kv \$100 / mile	100 kv or more, and less than 200kv \$200 / mile	200 kv or more, and less than 229 kv \$400 / mile	230 kv or more \$300 / mile

- TB-3 - Transmission Line Placed in Service After December 31, 2013

Total Mileage of Transmission Lines				
Less than 50 kv \$50 / mile	50 kv or more, and less than 100 kv \$100 / mile	100 kv or more, and less than 200kv \$200 / mile	200 kv or more, and less than 229 kv \$400 / mile	230 kv or more \$300 / mile

- TB-4 - Transmission Line Placed in Service After October 1, 2002 and filed under 57-06-17.3

TD – Enter the information on the attached spreadsheet (titled “TD for attachment”) and follow the prompts in TAP to attach.

How to Create Pipe Delimited Files in Excel

Microsoft Excel allows you to export spreadsheet data to a number of common formats for use with other applications. If you need to export data to another Windows-based application, chances are that one of the native Excel export formats will work just fine. In most cases, if all else fails, you can export Excel data in the text-based CSV, or Comma Separated Value, format for use with text/data editors that cannot read or decode common spreadsheet file types. With a few applications – usually designed for Linux or for use on the Web – you might have to save the file in a pipe-delimited format. Excel does not provide a native export function for this type of file. Therefore, you must change the Windows regional settings to save a file in pipe-delimited format.

Step 1

Close Microsoft Excel if the application is still active. Click the “Start” button, then “Control Panel.” Click the “Region and Language” option.

Step 2

Click the “Additional Settings” button in the Region and Language window. After the Customize Format window opens, locate the List Separator value on the Numbers tab. Click inside the drop-down list field and type a “|” symbol in the space. Note the “|” symbol is on the same key as the “\” symbol on most keyboards.

Step 3

Click the “Apply” button, then “OK” to close the Region and Language window.

Step 4

Open Microsoft Excel again on your computer. Click the “File” tab on the ribbon bar. Click the “Open” link and browse to the Excel workbook file you want to save in pipe-delimited format. Highlight the file name and click the “Open” button.

Step 5

Edit the Excel workbook as needed. Click the “File” tab on the ribbon bar, then the “Save As” menu option.

Step 6

Browse to the folder where you want to save the new file in the “Save As” window. Enter a name for the new pipe-delimited format file in the “File Name” field. Click the “Save as Type” drop-down list and select the “CSV (Comma Delimited)” option. Click the “Save” button. Excel saves the file in pipe-delimited format in the folder you selected.