

Council Tax

Please refer to the council tax single person discount timetable on the Cabinet Office [NFI: timetables page](#) for important dates and deadlines.

Extraction

Whilst it is up to the individual body to arrange for the necessary data extract, we encourage the principle of sharing extraction routines to make the process more efficient and economical. For example, we are aware that standard extract routines are being offered by all the major Council Tax (CT) system suppliers. If you would like more information about this, contact your system supplier.

Requirements

- Data submitted should meet this data specification i.e. include all field names.
- Data should be password protected once extracted from the relevant systems. If required refer to Cabinet Office guidance showing how to [password protect data \(PDF document\)](#).
- Data should **only** be submitted via the Data File Upload (DFU) facility within the NFI web application.
- Only current/live accounts should be extracted.
- The Unique Property Reference Number (UPRN) field should be included in your submission if it is populated or part populated.
- A date of birth field is included, but it is accepted that this is not routinely stored as it is not mandatory for charging of CT. However, if it is captured, even as an optional field, it should be included in the extraction.
- If the surname and forename fields are not fully populated, or are unpopulated, these fields will still need to be provided as they have to be mapped for the upload to be accepted. Council tax systems where this is the case will normally also include an aggregated field that holds all name details. Where this happens, the aggregated field should also be provided so it can be mapped to the 'Full name' field within the specification.
- **The data extracted should relate to all CT accounts**, whether or not there is a discount or exemption. Therefore, this should cover every domestic property i.e. where CT is applicable.
- The upload process involves automatic mapping of fields to the specification using field name recognition. However, if there are no field names within the extracted data, it will require the person uploading to manually map each field to the appropriate field within the specification on

the NFI system. Therefore, it would be preferable to include field names within the data file if that is possible.

Field	Data Format	Comments
Council Tax account reference	Character	This should be unique
Unique property reference number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated.
Title	Character	
Surname	Character	
Forename	Character	
Middle name or middle initial	Character	
Full Name	Character	Some systems (including Academy) may provide all their name details in one field i.e. title, surname, forename, middle name. Only if the surname and forename fields are not fully populated should this field be included in the extracted data.
Date of birth	Date	This data is not necessarily collected but should be provided if it is.
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Title of other liable person	Character	This should be blank if only one liable person and should be the second named if more than 2 liable persons.
Surname of other liable person	Character	
Forename of other liable person	Character	
Middle name (initial) of other liable person	Character	
Date of birth of other liable person	Date	If held this should be blank if there is no other liable person and should be the second named if more than 2 liable persons.
Discount/exemption start date	Date	
Discount/exemption expiry date	Date	
Discount type/code	Character	Please insert a flag to indicate the discount type/code*
Disregard type/code	Character	Please insert a flag to indicate the disregard type/code**

Exemption type/code	Character	Please insert a flag to indicate the exemption code/type **
Benefit/CTR recipient indicator	Character	Preferably Y/N. This flag should be provided if available
Disabled reduction indicator	Character	Preferably Y/N. This flag should be provided if available.
Council Tax band	Character	Character A to H
Council Tax amount	Numeric	This should be the full liability, e.g. according to the banding pre discount.
Discount/Exemption amount	Numeric	This should be the actual amount discounted/exempted rather than the amount due after discount/exemption.
Billing address 1	Character	If applicable. This could be called a 'forwarding address' on your system, but if a second home discount applies this is where the address of the main residence address should be provided.
Billing address 2	Character	
Billing address 3	Character	
Billing address 4	Character	
Billing address postcode	Character	

* **IMPORTANT** – The Discount type field contents can vary between systems but most will more than likely include the word 'SINGLE' where there is a single persons discount. The upload facility will look for this identifier so it would be worth checking that this field follows this standard.

** Disregards and exemptions may vary between systems, but we would expect similar to the following:

Disregards

- Student: suggested field entry = STUDENT

Exemptions

- CLASS A: Uninhabitable
- CLASS B: Owned by charity unoccupied < 6 months
- CLASS C: Unoccupied unfurnished < 6 months
- CLASS D: Unoccupied in prison/detention under Mental Health Act
- CLASS E: Unoccupied in hospital/care home/hostel
- CLASS F: Unoccupied probate not granted
- CLASS G: Unoccupied occupation prohibited by law
- CLASS H: Unoccupied awaiting minister of religion
- CLASS I: Unoccupied receiving care
- CLASS J: Unoccupied to provide care
- CLASS K: Unoccupied owner student
- CLASS L: Unoccupied repossessed by mortgage lender
- CLASS N: All occupiers are students
- CLASS O: Armed forces accommodation
- CLASS S: All occupiers under 18

- CLASS T: Unoccupied granny annex/staff flat
- CLASS U: All occupants severely mentally impaired
- CLASS V: Liable person diplomat
- CLASS W: Occupied by dependant relative