



Submitting a Homestead Data File 2021

Instructions
2/1/2021

This manual is intended to help you avoid errors when submitting Property Tax Refund Homestead (PTR) data files or Duplicate Homestead data files to the Minnesota Department of Revenue. Instruction manuals for PTR or Duplicate Homestead are available at the [Homestead location](#) on the Revenue website. Expand the “Homestead File Instructions” menu to find the available manuals.

Important Notes

- If you do not have access to the necessary virtual rooms, contact homestead.match@state.mn.us. If more than one person at a county has access to the Homestead File Submission Rooms, they will be grouped together under the county name. Anyone in a group can see the data submission records created by other people in that group.
- **Homestead data is protected data.** Social Security (SSN) and Individual Tax Identification (ITIN) numbers are included in this data. **Never** send homestead data through e-mail. **Never** upload homestead data to any room except the designated Homestead submission room.
- Revenue virtual rooms are used for Homestead submissions. There are separate data file submission virtual rooms for PTR and Duplicate Homestead. Neither room will accept data files meant for the other room. Make sure the appropriate submission room is being used before submitting any files.
- If you have a very large data file, **do not** break it into smaller submissions. Virtual rooms are designed to accept large data files. Each county should submit only one file for each submission.
- Data files must be zipped before submission. Unzipped data files cannot be accepted in submission rooms. **Do not** zip data files more than once. Zip the data file itself, not the folder that holds it. **Do not** password protect the zipped file.
- Assign a clear name to the data file and the zip file that encloses it. The name should include county, PTR, real personal (RP) or manufactured housing (MH), and assessment/payable year. The file should be identifiable by its name. Example: “Co 99 Homestead RP PTR PY 2021”. If your Homestead output has a generic name such as “Homestead Export”, and you zip this file without changing the name of this internal data file, it will be rejected. Give the same name to both the internal data file and the zipped file.

Production and Testing Submission Rooms

There are production rooms:

Room Name	Moderator	Status	Room Type	Room Access
Duplicate Homestead	Thomas Erdahl	Active	File Submission Room	Moderator
Homestead PTR	Thomas Erdahl	Active	File Submission Room	Moderator

There are also testing rooms:

Room Name	Moderator	Status	Room Type	Room Access
Duplicate Homestead Certification	Thomas Erdahl	Active	File Submission Room	Moderator
Homestead PTR Certification New	Thomas Erdahl	Active	File Submission Room	Moderator

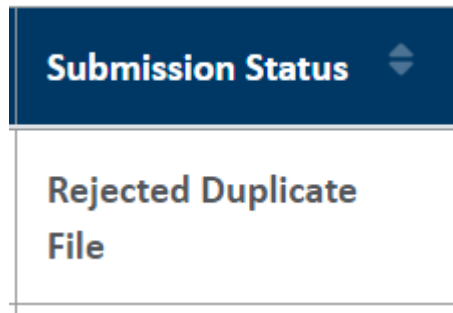
- Testing submission rooms are available. **Do not submit test data in the production submission rooms.** Production submission rooms are only for final county data to be used by Revenue. If you need to make a corrected data submission in the production room, **contact the Homestead team so the incorrect submission can be cleared before you re-submit.**
- Testing rooms are in a different place than production rooms. Log-in credentials are the same. If you join a testing room, save the link that takes you to the testing rooms.

- Wait until you have a “Complete” message as the status of your submission.

Common Types of Transmission Errors:

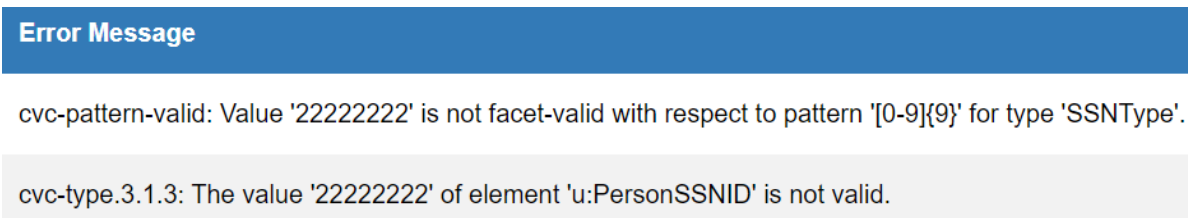
- **Duplicate File Submission:**

A duplicate file submission error is when your data submission gets rejected as a duplicate submission, even if you have not made a previous submission. This error can occur with any of the RP or MH Homestead submissions. We recommend that you name your data output in the previously described manner and give the final zipped file the same name.



- **Invalid Social Security Number (SSN) and Individual Tax Identification Number (ITIN):**

This year the correct formats of these numbers will be important. As an example, SSNs will never start with “9”, while ITINs will always start with “9”. A dummy SSN can only be “22222222” while an ITIN can never have a dummy value. Both the SSN and ITIN must be exactly 9 figures long and only be constructed from the digits 0-9. In this example, the dummy format of the SSN is 8 figures long instead of 9:



- **Incorrect XML Code:**

Most common error: an element is not wrapped by both beginning and end tags
 Example: missing end tag for the element “PersonName”.

```

<TaxStatementName>
  <PersonName>
    <u:PersonSurName>Johnson</u:PersonSurName>
    <u:PersonGivenName>Paul</u:PersonGivenName> |
    <u:PersonMiddleName>Milton</u:PersonMiddleName>
  </TaxStatementName>
  
```

Another example of incorrect XML coding may include providing “child” elements without their “parent”.

- **Namespace Omitted:**

Correct namespaces must be included in the beginning of the file.
 Example: “prefix not bound”.

Error found on line:3. The prefix “mnr-ptx” for element “mnr-ptx:HomesteadDocumentType Code” is not bound.

- **Missing Required Element:**
Required elements must be included.
Example: a message that an expected element was not there.

Error Message

cvc-complex-type.2.4.a: Invalid content was found starting with element 'u:PersonGivenName'. One of '{"http://niem.gov/niem/universal/1.0":PersonSurName}' is expected.

This can be seen in the XML code. Note the missing required element "PersonSurName"

```
<PersonName>|
  <u:PersonGivenName>Ronald</u:PersonGivenName>
  <u:PersonMiddleName>A</u:PersonMiddleName>
</PersonName>
```

- **Missing Data in Element:**
Most elements must have data included with a tag.
Example: The last name line will cause an error because of missing data.

```
<PersonName>
  <u:PersonSurName></u:PersonSurName>
  <u:PersonGivenName>Ronald</u:PersonGivenName>
  <u:PersonMiddleName>D</u:PersonMiddleName>
</PersonName>
```

- **Invalid Enumerations, or Values, for Elements with Defined Choices:**
Some elements have a set list of allowable values or specific enumerations.
Example: "HomesteadDocumentTypeCode" file type, four values acceptable values:
 - property-tax-refund-manufactured-home
 - property-tax-refund-real-personal
 - duplicate-homestead-manufactured-home
 - duplicate-homestead-real-personal

Example: For other values entered for this element, there is an error message, but your submission may fail without an error message. Check your validation if a submission simply fails without an error message.

Error found on line:3. cvc-enumeration-valid: Value 'another-code' is not facet-valid with respect to enumeration '[property-tax-refund, duplicate-homestead]'. It must be a value from the enumeration.

Error found on line:3. cvc-type.3.1.3: The value 'another-code' of element 'mnr-ptx:HomesteadDocumentTypeCode' is not valid.

```
<mnr-ptx:HomesteadSchemaVersionText>2021</mnr-ptx:HomesteadSchemaVersionText>|
<mnr-ptx:HomesteadDocumentTypeCode>another-code</mnr-ptx:HomesteadDocumentTypeCode>
```

- **Non UTF-8 Characters:**

Only 8-bit ASCII “UTF” characters are allowed. Non-UTF characters result in fail validation.

Examples:

- “ ” Smart quotes
- ¶ Paragraph marks
- Boxes

- **Escape Characters:**

These characters may not be included in the value of an element:

- & Ampersand
- < Less than
- > Greater than
- ' Single quote
- “ Double quote

Error message:

Error found on line:11. The entity name must immediately follow the '&' in the entity reference.

- **Invalid Decimal Characters:**

Letters may not be used in place of numeric or decimal values.

Error message:

Error found on line:51. cvc-datatype-valid.1.2.1: '500' is not a valid value for 'decimal'.

Error found on line:51. cvc-type.3.1.3: The value '500' of element 'mn:ParcellImprovementAmount' is not a valid.

- **Single Property Values and Tax:**

If the cardinality in the schema requires an element, a value must be entered. If there is no data, value should be set to zero. The Homestead XML schema requires two property values and taxes for current and prior year. If prior year values do not exist, data elements for the prior year must be reported and the value set to zero.

Example: The XML schema is checking for the second <PropertyValuesAndTax> but cannot find it.

Error message:

Error found on line:57. cvc-complex-type.2.4.a:Invalid content was found starting with element 'mnr-ptx:PropertyTaxCurrentYearQualifyingTaxAmount'. One of the '{mn:PropertyValuesAndTax}' is expected.

- **Wrong schema year:**

Every year the schema version is updated and is reflected by using the current payable year. **This must be correct in your data submission.**

Example:

Error Message

cvc-elt.5.2.2.2.2: The value '2020a' of element 'mnr-ptx:HomesteadSchemaVersionText' does not match the {value constraint} value '2021'.

- **Missing element:**

Error Category	Rule Number	Error Message	Line Number
SCHEMA VALIDATION		cvc-complex-type.2.4.b: The content of element 'Homesteaders' is not complete. One of '{Homesteader}' is expected.	4190

Line 4190, there is missing Homesteader info

```
<Homesteaders>
</Homesteaders>
```

There is a beginning and end of a record with nothing between. The Homesteaders element is meant to enclose all the Homesteader individuals for that record:

```
<Homesteaders>
  <Homesteader>
    *****
  </Homesteader>
  <Homesteader>
    *****
  </Homesteader>
</Homesteaders>
```