

## GIS Digest Submission Instructions

The Department of Revenue requires each county to submit with the annual digest a copy of the GIS parcel data used in the compilation of the current county digest submission. For example, if the county is submitting the 2025 tax digest to the Department the county should submit the 2025 tax digest submission files along with a copy of the 2025 parcel data. The parcel data should be prepared and uploaded by the person in charge of maintaining the parcel maps for the county. Please provide these instructions to the GIS Technical person in charge of maintaining the parcel maps for the county.








The parcel data submitted should be in either a geodatabase format of **preferably** a shapefile format. The parcel data being submitted should contain at a minimum the following attributes:

1. **Parcel Number**
  - a. PARCEL\_NO – If using Wingap found within the REALPROP table
2. **Legal Deeded Acres**
  - a. TOTALACRES – If using Wingap found within the REALPROP table
3. **Appraisal Procedure Manual (APM) Digest classification code for the land**
  - a. DIGCLASS – If using Wingap found within the REALPROP table
4. **Tax District Code**
  - a. TAXDISTRIC – If using Wingap found within the REALPROP table
5. **Description of the Tax District Code**
  - a. DESCRIP – If using Wingap found within the TAXDIST table

Please stick to the field names above when building the file to be submitted if possible. Additional fields can also be supplied but the fields above are **required**. All counties are required to submit this data and do not have to be a Wingap county in order to do so. Below is a sample of a shapefile format for submission.

**GIS Parcel Data** – an electronic copy of the GIS Parcel layer used in the compilation of the digest.

- Parcel data can be in either a Shapefile (preferably) or File Geodatabase format.
  - Shapefiles are composed of 3 mandatory file extensions .shp, .shx and .dbf. Additional optional file extensions include: .xml, .prj, .sbn, and .sbx. Below is an example of how the files will appear using windows file explorer.

 Parcel.cpg	9/6/2017 12:12 PM	CPG File	1 KB
 Parcel.dbf	9/6/2017 12:12 PM	DBF File	2,196 KB
 Parcel.prj	4/18/2017 2:34 PM	PRJ File	1 KB
 Parcel.qix	12/15/2017 4:02 PM	QIX File	443 KB
 Parcel.shp	9/6/2017 12:12 PM	SHP File	4,961 KB
 Parcel.shp.xml	4/18/2017 2:34 PM	XML Document	1 KB
 Parcel.shx	9/6/2017 12:12 PM	SHX File	126 KB

- **Please compress (zip) the files for submission.**
  - Ensure that all file extensions are included in the compressed zip file.
  - If one is missing the file will not function correctly and the county will be required to resubmit.
- **Please use the county name and number to name the compressed (zip) file.**
  - Example: Burke17Parcels.zip

To submit the parcel data please use the ftp site instructions provided below. The ftp site is set up so that the appropriate Department personnel can review the data being submitted to ensure the required attribute data is contained with the parcel data being submitted.

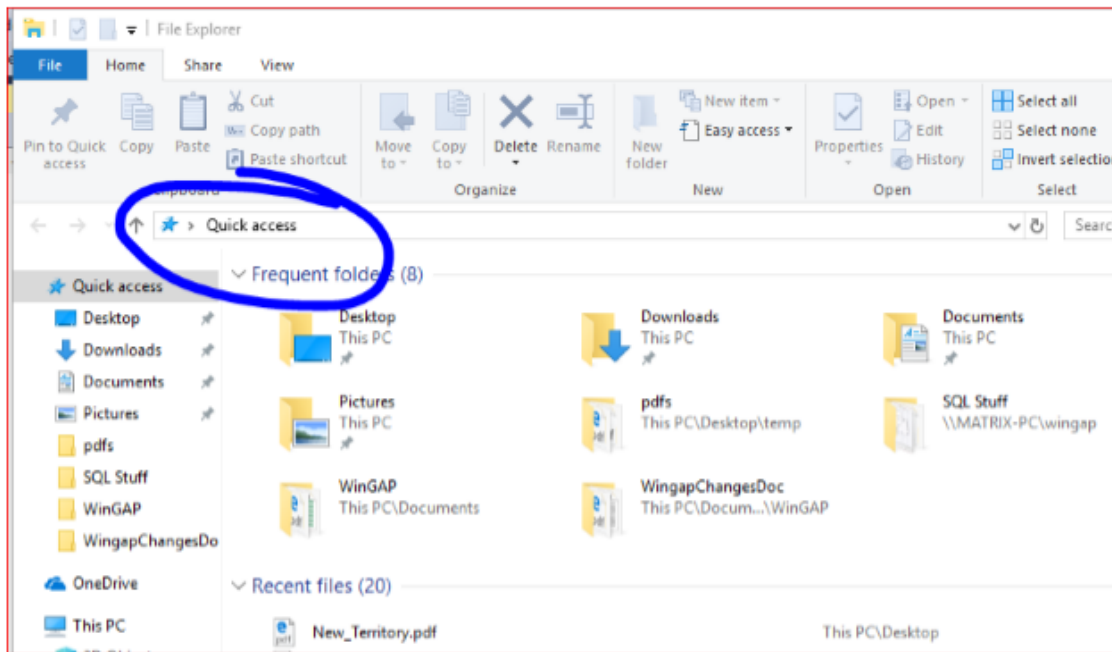
**NOTE:**

- **DO NOT** copy files to a CD, flash drive, external hard drive, or other media transportation device to bring to the agent reviewing your digest for submission. The agent reviewing your digest will not have the appropriate software to review the GIS data being submitted.
- **DO NOT** email files to any Department field agent, supervisor, or director. Email has file size restrictions that will limit the size of attachments which in turn will cause the data being emailed to become unusable to the party receiving it.

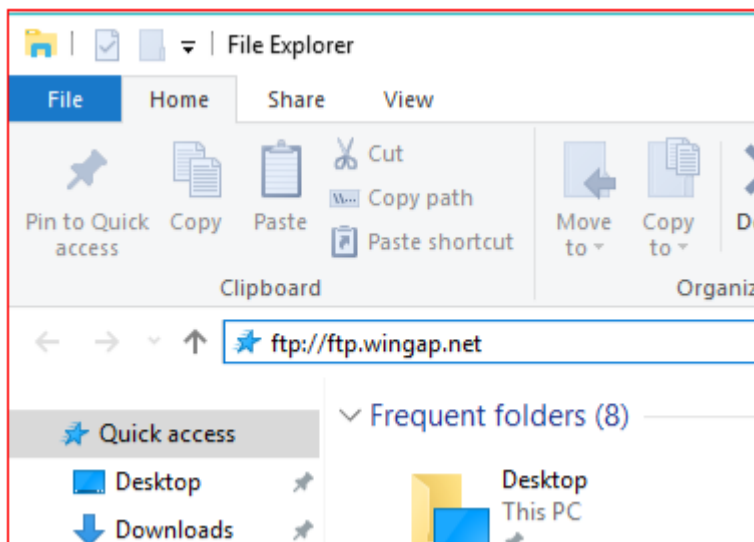
Please contact Jason Nix at the email address below should you or your GIS Technical person have any questions regarding GIS Digest Submission.

**Upload Files to DOR** – Use the following instructions to upload your two zip files created above.

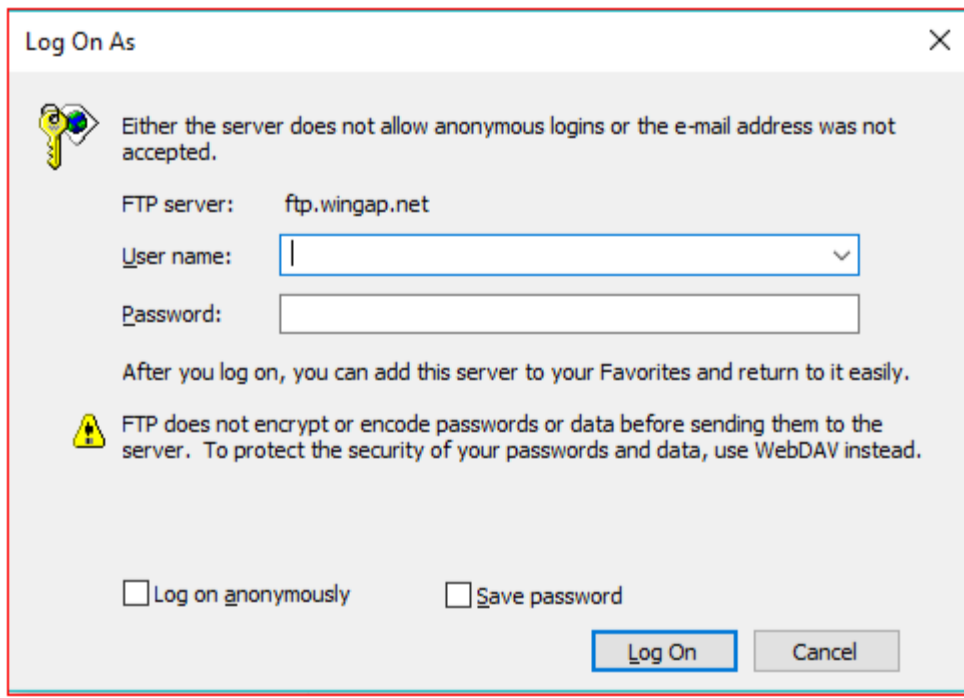
- Open a Windows Explorer Window, AKA, File Explorer



- In the address line circled above, click and type the following address: <ftp://ftp.wingap.net>



- Press Enter to attempt to load the page, you should be prompted by a userid and password page shown below:



The screenshot shows a Windows 'Log On As' dialog box. At the top, it says 'Log On As' with a close button. Below that is a key icon and a message: 'Either the server does not allow anonymous logins or the e-mail address was not accepted.' The 'FTP server:' field is filled with 'ftp.wingap.net'. The 'User name:' field is empty with a dropdown arrow. The 'Password:' field is empty. Below these fields is a tip: 'After you log on, you can add this server to your Favorites and return to it easily.' A warning icon is next to a message: 'FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.' At the bottom, there are two checkboxes: 'Log on anonymously' and 'Save password', both of which are unchecked. There are two buttons at the bottom right: 'Log On' and 'Cancel'.

- Userid = wingap13
- Passcode=wing@p2018
- Click the LOG ON button.
- **WARNING:** you will have the ability to copy, paste, delete, rename, everything, just as if this were a folder on your local computer – use **EXTREME CAUTION** that you do not mess with other county's submitted files that may still be present in this folder.
- Place your zip file created above into this folder
- **Email Jason Nix and Kenny Colson at the addresses shown below once your copy process is completed.**
  - Jason Nix: **jason.nix@dor.ga.gov**
  - Kenny Colson: **kenny.colson@dor.ga.gov**
- Close the Windows Explorer / File Explorer window to close the ftp connection.