



How to FTP Files to PTAD

FILE TRANSFER PROTOCOL (FTP) SUBMISSIONS

Tax Code Section 5.07(c) requires appraisal districts to maintain the property sales information they collect as part of their uniform record keeping systems. Appraisal districts must submit the data to the Comptroller's office, where it is compiled into a statewide database. The Electronic Property Transaction Submission (EPTS) process requires that all property transfers be submitted electronically in a prescribed format. The Property Tax Assistance Division (PTAD) receives EPTS submissions at [\[privatesftp.texas.gov/incoming/ptad_epts\]](https://privatesftp.texas.gov/incoming/ptad_epts).

Tax Code Section 26.01(b) requires appraisal districts to certify their appraisal rolls to the Comptroller's office. The Electronic Appraisal Roll Submission (EARS) process requires appraisal districts to submit appraisal roll information to PTAD in a standard electronic format. PTAD continues to work with appraisal districts on this process. Appraisal districts must submit all EARS information in one file. PTAD receives EARS submissions at [\[privatesftp.cpa.texas.gov/incoming/ptad_ears\]](https://privatesftp.cpa.texas.gov/incoming/ptad_ears).

To ensure uniformity in the data across appraisal districts, we require that all property transfers be submitted electronically in a prescribed format.

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STEP 1: PRELIST YOUR IP ADDRESS WITH PTAD

If this is your first time transferring files to PTAD, you must contact our PTAD FTP support personnel to prepare our servers by registering you as an invited guest, or our server will not accept your files.

1. Your IP address must be static. Most appraisal districts are already listed; however, if your internet provider changes or this is your first time to FTP files, contact PTAD FTP support personnel prior to transferring files.
2. If you do not have a static IP address; contact PTAD FTP support personnel to arrange an alternate method for transferring files.

You cannot use a browser to FTP files to us. Our FTP site requires software other than the normal internet browsers for access. You must use a standalone FTP Client that supports Secure FTP (SFTP) processing to transfer files to us. There are a variety of tools that support connecting via SFTP. We do not endorse or promote any individual product. Consult your local IT department for assistance in obtaining and installing any SFTP client software.

STEP 2: SUBMISSION FORMATTING REQUIREMENTS

EARS: Name the EARS data file beginning with the three-digit appraisal district ID number, followed by the type of file (EARS or RECAPS or EARSTEST), then ending with a six-digit date in the mmddyy format. **Refrain from using file names with spaces as the FTP site will time out. Replace the space with an underscore as necessary.**

For example, Anderson County Appraisal District should name its EARS FTP submission zip file:
001EARS072825.zip

EPTS: Use the same naming convention, except replace EARS with EPTS in the name. (Three-digit appraisal district ID number, EPTS, then ending with a six-digit date in the mmddyy format.)

For example, Anderson County Appraisal District should name an EPTS FTP submission file:
001EPTS072825.txt

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Excel Spreadsheet Submissions: Send Excel files in the original Excel format. Do not save as a PDF before submitting or it will be rejected. Sending the original spreadsheet in the correct format facilitates the efficient electronic processing of your data and prevents possible data entry errors. Annually, PTAD sends a copy of the tax rate spreadsheet (Form 50-886-a), pre-populated with the taxing units, and correctly named for your appraisal district. PTAD does not send a pre-populated Form 50-897-b for freeze and deferral data and you will need to access this form from our website.

For example, Anderson County Appraisal District should name the commonly used forms:

- Form 50-886-a (Tax Rate Submission Spreadsheet):
001TaxRateImport-102425.xlsx
- Form 50-897-b (Data Collection for Limitation on Homesteads of Elderly and Disabled or Deferred Taxes):
001FreezeImport-111325.xlsx

STEP 3: SUBMISSION DOCUMENTATION

EARS: Compress the EARS data file, [Form 50-792, Electronic Appraisal Roll Submission Media Information Form \(MIF\)](#) and certified recaps into one file (using WinZip or a similar program that uses a WinZip compatible compression format). Name the zip file in the same format as the data file, using a .zip extension (XXXEARSMMDDYY.zip).

For example, Anderson County Appraisal District should include the following in its EARS submission zip file:

- A data file named 001EARS072825.csv
- A MIF named 001 XXXX MIF Signed.pdf
- Various local jurisdiction recaps files in PDF format and perhaps an Excel file for freeze and deferral data

EPTS: Include the EPTS data file, [Form 50-793, Electronic Property Transaction Submission Media Information and Certification Form \(MICF\)](#) and deed description into one file (using WinZip or a similar program). Name the zip file in the same format as the data file, using a .zip extension (XXXEPTSMDDYY.zip).

For example, Anderson County Appraisal District should include the following in its EPTS submission zip file:

- A data file named 001EPTS080126.csv
- A MICF named 001MICF080126.pdf
- A deed description file named 001_DEED_TYPES.pdf

STEP 4: TRANSMIT THE SUBMISSION

Transmit the complete EARS file submission by placing it on the FTP site on or before the EARS due date. Contact PTAD FTP support if you have specific questions about file transmission. Notify PTAD at ptad.ears@cpa.texas.gov after placing an EARS file on the FTP site. For EPTS files, notify ptad.sss@cpa.texas.gov when you FTP an EPTS file. PTAD will respond to your email to confirm receipt of files received on the FTP site.

CONTACT PTAD FTP SUPPORT

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