

Rates rebates: Refund spreadsheet specification				
Either csv or xlsx file (csv is preferred)				
Only use 'Sheet 1' of spreadsheet				
Do not rename 'Sheet 1'				
Do not include commas in data				
Do not include dollar sign \$				
Do not use drop downs				
For CSV				
Comma as column delimiter				
CRLF as row delimiter				
For Excel				
Filetype: XLSX				
Filename format: CouncilName_RatesRebates_YYYY_MM				
Examples:				
Ashburton_RatesRebates_2025_07.xlsx				
Kaikōura_RatesRebates_2025_07.csv				
Column order	Field name	Type	Maximum characters	Description
1	Rating Year	Numeric	4	Rating year starts 1 July e.g. '2025' rating year starts 1 July 2025 and ends 30 June 2026
2	TA Name	Alpha	40	Must be consistently same in all reports
3	Council Reference	Alpha-numeric	40	Council's internal reference related to rebate
4	Unique Property ID	Alpha-numeric	40	Council's internal unique property ID related to rebate
5	SuperGold Card YN	Alpha	1	Y or N
6	Rebate Claim Amount	Numeric	000.00	2 decimal places

Rating Year	TA Name	Council Reference	Unique Property ID	SuperGold Card YN	Rebate Claim Amount
2024	Ashburton District Council	2024*305	602628600	N	790.00
2024	Ashburton District Council	2024*310	602410500	N	790.00
2024	Ashburton District Council	2024*334	602837000	N	25.65
2024	Ashburton District Council	2024*335	602401100	N	790.00
2024	Ashburton District Council	2024*336	602691200	N	790.00
2025	Ashburton District Council	2025*337	602414800	Y	805.00
2024	Ashburton District Council	2024*339	602656100	N	790.00
2024	Ashburton District Council	2024*341	602401800	N	790.00
2025	Ashburton District Council	2025*343	602683300	Y	523.36
2025	Ashburton District Council	2025*344	602644800	N	805.00
2025	Ashburton District Council	2025*348	620005700	Y	488.62
2025	Ashburton District Council	2025*351	602006000	Y	805.00
2025	Ashburton District Council	2025*352	602628000	Y	805.00
2025	Ashburton District Council	2025*353	602055300	N	805.00
2025	Ashburton District Council	2025*354	602225700	Y	805.00
2023	Ashburton District Council	2023*355	1276148900	N	402.00

Rates rebates: Adjustment spreadsheet specification				
Either csv or xlsx file (csv is preferred)				
Only use 'Sheet 1' of spreadsheet				
Do not rename 'Sheet 1'				
Do not include commas in data				
Do not include dollar sign \$				
Do not use drop downs				
Filename format: CouncilName_RatesRebatesAdjust_YYYY_MM_DD				
Condition: Maximum one adjustment file per day from a council				
Examples:				
Ashburton_RatesRebatesAdjust_2025_07_07.xlsx				
Kaikōura_RatesRebatesAdjust_2025_07_05.csv				
Column order	Field name	Type	Maximum characters	Description
1	Rating Year	Numeric	4	Rating year starts 1 July e.g. '2025' rating year starts 1 July 2025 and ends 30 June 2026
2	TA Name	Alpha	40	Must be consistently same in all reports
3	Council Reference Number	Alpha-num	40	Council's internal reference related to rebate
4	Unique Property ID	Alpha-num	40	Council's internal unique property ID related to rebate
5	SuperGold Card YN	Alpha	1	Y or N
6	Original Amount	Numeric	000.00	2 decimal places
7	New Amount	Numeric	000.00	2 decimal places
8	Difference	Numeric	+/- 000.00	2 decimal places

