

DLS

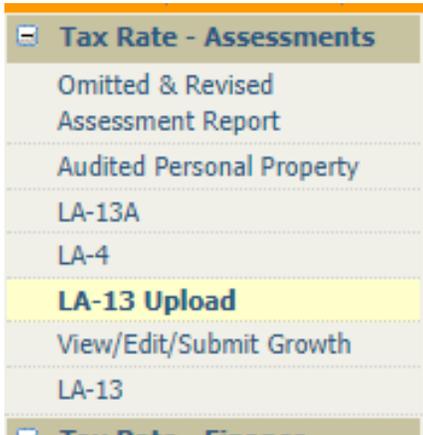
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Division of Local Services Gateway

Uploading Growth Parcels and Completing the LA-13

[Support: DLSGateway@dor.state.ma.us](mailto:DLSGateway@dor.state.ma.us)

Changes in FY 2024 concerning new growth



The new growth reporting process has changed in FY 2024. Instead of doing data entry and also providing BLA with an Excel version of the data, growth data will be uploaded and will automatically populate the growth column of the LA-13 form.

Assessors with rights to the LA-13 form now see two additional menu options:

- LA-13 Upload
- View/Edit/Submit Growth

Changes to the growth reporting process:

- BLA still recommends using the Growth Template used in prior years, which has been renamed the Growth Verification Template
- Copy the data in columns A through O into the new Growth Upload template
- Upload the data using the new upload template in the new LA-13 Upload screen
- Check and manage the data using the new View/Edit/Submit Growth screen; when verified, sign and submit the growth data on this form
- Enter abatement data in columns A and B of the LA-13 form, and verify Column C Growth
- Sign and submit the LA-13 form

UPLOAD TEMPLATE

Very simple – data only, no totals, no macros (Gateway-friendly)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Parcel ID / PP Act #	Loc ID / PP Bus Name	Street #	Street Alpha	Street Name	Class	Optional Flag / Code	Reason for Growth	Amount of Growth Residential	Amount of Growth Open Space	Amount of Growth Commercial / Personal	Amount of Growth Industrial	Amount of Growth Chapter	Amount of Growth Open Space Chapter	REVENUE
2	0002-0004-0000	F_665767_2872790	231		Farm St.	101		Addition	86,800						
3	0002-0005-0000	F_665304_2872729	225		Farm St.	101		IG Pool, poolhouse	50,400						
4	0004-0021-0000	F_669572_2873989	26		Stone St.	101		Barn	48,200						
5	0008-0002-0019	F_667831_2871660	20		Caryville Crossing	102		Finished basement	22,800						
6	0008-0006-0000	F_668601-2870777	383		Hartford Av.	101		Gut - int/ext	121,000						
7	0009-0011-0000	F_669633_2872357	437		Hartford Av.	101		Full interior gut/redo	52,200						
8	0009-0064-0000	F_670136_2870781	32		Apache Rd.	101		Gut interior/exterior flip	69,000						
9	0009-0065-0000	F_670149_2870895	36		Apache Rd.	101		Shed/HW flooring/fireplace	21,000						

[Click here for the New Growth Upload Template \(FY 2024 and following\)](#)

VERIFICATION TEMPLATE

Used in prior years, this Excel file is still a great tool for verifying totals and understanding the data requirements

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Parcel ID / PP Act #	Loc ID / PP Bus Name	Street #	Street Alpha	Street Name	Class	Optional Flag / Code	Reason for Growth	Amount of Growth Residential	Amount of Growth Open Space	Amount of Growth Commercial / Personal	Amount of Growth Industrial	Amount of Growth Chapter	Amount of Growth Open Space Chapter	REVENUE	Property Class	New Growth Valuation							
2																SINGLE FAMILY (101)	0							
3																CONDOMINIUM (102)	0							
4																TWO & THREE FAMILY (104 & 105)	0							
5																MULTI-FAMILY (111-125)	0							
6																VACANT LAND (130-132 & 108)	0							
7																ALL OTHERS (103, 109, 012-018, 140)	0							
8																TOTAL RESIDENTIAL	0							
9																OPEN SPACE	0							
10																OPEN SPACE - CHAPTER 61, 61A	0							
11																TOTAL OPEN SPACE	0							
12																COMMERCIAL	0							
13																COMMERCIAL - CHAPTER 61, 61A	0							
14																TOTAL COMMERCIAL	0							
15																INDUSTRIAL	0							
16																PERSONAL PROPERTY	0							
17																TOTAL REAL & PERSONAL	0							
18																								
19																								
20																								
21																								
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Note: It is imperative that the growth for each use code (Class) be placed in the appropriate "Amount of Growth" category. Any error can result in the Growth either not being counted at all or counted but in an incorrect category.

IF THERE IS A PROBLEM WITH THE TEMPLATE COMPUTING THE TOTAL GROWTH VALUES ABOVE, THEN THERE MAY BE A PROBLEM WITH THE CLASS CODE FORMATTING.

Note: In LA13 template, the class code must be 3 digits and it must be formatted as text. To format as text:

- Copy column F (Class) into a new Excel file
- Select column F (in the new worksheet) and click on the "Data Tab" and select "Text to Columns"
- Select "Delimited" and click on "Next"
- Select "Tab" and click on Next
- Select "Text" and click on Finish
- Then copy the finished class column (without the header) back into the template, use "Paste Special" and click on "Values"
- You should check the mixed use classes to make sure the leading "0" is present. If the leading "0" is missing you can now manually add it.

[New Growth Verification Template](#)

How to upload data

Tax Rate - Assessments	LA-13 Upload
Omitted & Revised Assessment Report	Tax Base Levy New Growth
LA-13A	BELLINGHAM - 025 2024
Audited Personal Property	
LA-4	
LA-13 Upload	
View/Edit/Submit Growth	
LA-13	

Jurisdiction **Fiscal Year**

Go to the new LA-13 Upload screen, confirm the year and click Go

LA-13 Upload

Tax Base Levy New Growth

Status: LA-13 Bulk Upload : NO STATUS FOUND

BELLINGHAM - 025 2024

Jurisdiction **Fiscal Year**

Select Document No file chosen

Select the document you wish to upload (please use the new Upload Template, not the older Verification Template) and click Save Uploaded File. The file will enter the upload queue and will be processed within a few minutes.

i Your file has been uploaded and is waiting to be processed. You can delete this file if required.

If you're familiar with the LA-3 Sales Upload, you'll find the growth process and messaging very familiar.

i Your file has been uploaded and is being processed. You will receive an email when it is complete. You may also check back to this screen to see the current status of the your uploaded file.

Once processed, the data will be split into Incorrect and Correct records. Incorrect data is shown first, with a red box around the fields that are missing/required or where the data doesn't meet BLA's requirements.

Hover your mouse over a red box to see why the data isn't acceptable

LA-13 Upload Help | My Profile | Logout
 Tax Base Levy New Growth Logged In: Mary M
 Status: LA-13 Bulk Upload : NO STATUS FOUND Last Logged In: 5/25/2023 11:11

BELLINGHAM - 025 2024

Jurisdiction: Bellingham - 025 Fiscal Year: 2024

File Name: UploadGrowthTemplateBellingham23.xlsx

File Upload Date: 5/25/2023 3:27:29 PM

Status: Completed

Remarks:

Incorrect Record(s): 50 of 75 Hover your mouse over data fields with a red border to see why the data could not be processed.

Delete	Parcel ID/PP Act#	Loc ID/PP Bus Name	Street #	Street Alpha	Street Name	Class Code	Flag Code	Growth Reason	Residential Growth Amount	Open Space Growth Amount	Commercial/Personal Growth Amount	Industrial Growth Amount
<input type="checkbox"/>	107440	CHILI'S #835	257		HARTFORD AVE	502					29520	
<input type="checkbox"/>	107580	OUTBACK STEAKH	275		NORTH MAIN ST	502					7230	
<input type="checkbox"/>	100680	NSTAR ELECTRIC	0		VARIOUS	504					759960	

You can type corrections into the fields and reprocess the records, or correct them in the Excel template, delete the uploaded file and try the upload again

The magnified view shows a table with a red border around the 'Growth Reason' field. A tooltip message reads: "LA3_013 | Growth Reason data length not between 1 and 50." The table also shows other fields like 'Residential Growth Amount' (13100) and 'Industrial Growth Amount' (60050).

0096-0022-0000	F_665686_2834659	12		Squire Ln.	101	Farmers porch
0096-0003-0000	F_664619_2834414	400		Wrentham Rd.	101	Gutted/flipped interior/exterior
0095-037A-0002	F_660047_2833004	82		Paine St.	101	Interior gut - finish basement

Showing 1 to 30 of 298 entries

1

2

3

4

5

...

10

Next

Save New Growth Data

When you are satisfied with the uploaded data, click the Save New Growth Data button at the bottom of the screen to save the data to the database. You still have the opportunity to change or delete growth parcels, as you do with sales parcels, using a separate screen. Only Correct rows will be saved. Rows still in the Incorrect grid will be discarded.

File Name: UploadGrowthTemplateBellingham23.xlsx

File Upload Date: 5/25/2023 3:54:35 PM

Status: Completed

Remarks:

Delete Uploaded File

If you wish to delete the uploaded file, click the Delete Uploaded File button.

There is no “Are you sure?” step – when you click the button, the data will be immediately deleted.

After the data is deleted, the screen actions will change to allow a new file upload.

Select Document Choose File No file chosen

Save Uploaded File

How to edit or delete data

Growth data, once saved in the Upload screen, can be deleted or edited in the View/Edit/Submit screen.

Click the Edit button to edit a row, or use the Delete button to remove the row from the database.

The Edit button creates a pop-up screen where all data for the row can be edited. Click the Save button to save your changes; if you make a change that invalidates the data, an error message will appear.

View/Edit/Submit Growth

View/Edit/Submit Growth

Status: FORM ENTERED

BELLINGHAM - 025 2024

Jurisdiction Fiscal Year

Sort Order : Id Asc

Show entries (Number of Records found: 373)

Manage New Growth Data	Parcel ID/PP Act#	Loc ID/PP Bus Name	St Num	St Alpha	St Name	Class Id	Flag Code	Growth Reason	Residential Growth	Open space Growth	Commercial / Personal Growth
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0002-0004-0000	F_665767_2872790	231		Farm St.	101		Addition	86800	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0002-0005-0000	F_665304_2872729	225		Farm St.	101		IG Pool, poolhouse	50400	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0004-0021-0000	F_669572_2873989	26		Stone St.	101		Barn	48200	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0008-0002-0019	F_667831_2871660	20		Caryville Crossing	102		Finished basement	22800	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0008-0006-0000	F_668601-2870777	383		Hartford Av.	101		Gut - int/ext	121000	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0009-0011-0000	F_669633_2872357	437		Hartford Av.	101		Full interior gut/redo	52200	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0009-0064-0000	F_670136_2870781	32		Apache Rd.	101		Gut interior/exterior flip	69000	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0009-0065-0000	F_670149_2870895	36		Apache Rd.	101		Shed/HW flooring/fireplace	21000	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0009-0088-0000	F_669666_2870865	27		Standish Rd.	101		Full bath/finished basement/deck	72700	0	0
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	0009-009A-0000	F_669789_2872533	441		Hartford Av.	101		Deck/finished basement/bath	49400	0	0

Update New Growth Data ✕

Parcel ID/PP Act#

Loc ID/PP Bus Name

St Num

St Alpha

St Name

Class Id

Flag Code

Growth Reason

Residential Growth

Open Space Growth

Commercial Personal Growth

Industrial Growth

Chapter Growth

Open Space Chapter Growth

Rev

Edit	Delete	0017-0001-0007	F_661238_2867442	6		Damon Rd.	101	
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Showing 1 to 30 of 373 entries

1 2 3 4 5 ... 13 Next

[Export To Excel](#)

[Delete All data](#)

Signatures

Assessor

The Board of Assessors has reviewed all classes of property and agree that, in our judgment, the new growth adjustments result in fair and equitable assessments both within and between all classes of property.

Check to add signature

[Save](#)

[Submit](#)

Data can be exported back to Excel using the Export to Excel button at the bottom left corner of the screen.

[Export To Excel](#)

[Delete All data](#)

Need to delete everything and start fresh? Use the Delete All Data button. All growth data will be deleted, after which you can do a new upload.

Growth data will appear automatically in the Growth column of the LA-13 form. You cannot submit the LA-13, however, until you complete the Growth Upload process by signing and submitting your growth parcel data.

Signatures

Assessor

The Board of Assessors has reviewed all classes of property and agree that, in our judgment, the new growth adjustments result in fair and equitable assessments both within and between all classes of property.

Check to add signature

Tax Base Levy Growth

Status: NO STATUS FOUND

BLA-LA4 : FORM ENTERED

BLA-LA13A : NO STATUS FOUND

BELLINGHAM - 025 2024

Jurisdiction Fiscal Year

Property Class	(A) All Prior Year Abatement No.	(B) All Prior Year Abatement Values	(C) New Growth Valuation	(D) PY Tax Rate	(E) Tax Levy Growth
RESIDENTIAL					
SINGLE FAMILY (101)	0	0	20,545,600		
CONDOMINIUM (102)	0	0	563,300		
TWO & THREE FAMILY (104 & 105)	0	0	49,900		
MULTI - FAMILY (111-125)	0	0	20,309,300		
VACANT LAND (130-132 & 106)	0	0	7,115,300		
ALL OTHERS (103, 109, 012-018)	0	0	190,000		
TOTAL RESIDENTIAL	0	0	48,773,400	0.00	0
OPEN SPACE	0	0	0		
OPEN SPACE - CHAPTER 61, 61A, 61B	0	0	0		
TOTAL OPEN SPACE	0	0	0	0.00	0
COMMERCIAL	0	0	2,903,000		
COMMERCIAL - CHAPTER 61, 61A, 61B	0	0	0		
TOTAL COMMERCIAL	0	0	2,903,000	0.00	0
INDUSTRIAL	0	0	19,246,600	0.00	0
PERSONAL PROPERTY	0	0	9,375,060	0.00	0
TOTAL REAL & PERSONAL	0	0	80,298,060		0

The LA-13 form now uses uploaded growth parcel data to populate the New Growth Valuation column.

Check the totals against your Excel files (this is where BLA Validation template can be helpful) and data enter prior year abatement data in columns A and B .

You must submit uploaded growth data in the View/Edit/Delete Growth screen before submitting your LA-13 form.

Resources

DLS Gateway login page

<https://dlsgateway.dor.state.ma.us/gateway/Login>

Gateway user guides and support information
DLS Gateway Support

[DLS Gateway Application Login and Support](#)

[Support: DLSGateway@dor.state.ma.us](mailto:DLSGateway@dor.state.ma.us)

DLS staff directory and contact information

<https://www.mass.gov/guides/dls-staff-directory>

DLS website

[Division of Local Services | Mass.gov](#)

Bureau of Local

Assessment main page

<https://www.mass.gov/property-assessment-valuation-guidance>

FY 2024 templates

[New Growth Upload Template \(FY 2024 and following\)](#)

[BLA's New Growth Verification Template](#)

Growth and related tax rate form information

<https://www.mass.gov/info-details/bla-tax-rate-and-new-growth-forms>

BLA instructions for levy growth forms

<https://www.mass.gov/media/2002976/download>

