Fixed Charge Processing

Fiscal Year 2019-2020

6/6/2019
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>3-4</td>
</tr>
<tr>
<td>Submitting A PIN Listing</td>
<td>5-6</td>
</tr>
<tr>
<td>Schedule for 2019-2020</td>
<td>6</td>
</tr>
<tr>
<td>Reporting to Agencies</td>
<td>6</td>
</tr>
<tr>
<td>Fixed Charge Corrections</td>
<td>7-8</td>
</tr>
<tr>
<td>Sample Letter for ALL Fixed Charge Corrections</td>
<td>9</td>
</tr>
<tr>
<td>State Board of Equalization - Fixed Charges</td>
<td>10-11</td>
</tr>
<tr>
<td>Signature Sample of Personnel Authorized to Request Corrections</td>
<td>12</td>
</tr>
<tr>
<td>Compliance with Proposition 218 Letter Sample</td>
<td>13</td>
</tr>
<tr>
<td>Special District Fixed Charge Request Form</td>
<td>14</td>
</tr>
<tr>
<td>How to Access Public Portal</td>
<td>15-24</td>
</tr>
<tr>
<td>Request to Establish a New Fixed Charge Fund Number (68)</td>
<td>25</td>
</tr>
</tbody>
</table>
APPLYING SPECIAL ASSESSMENTS TO THE TAX ROLLS

1) GENERAL INFORMATION

a) Before special assessments may be placed on the County tax rolls, a contract for their collection must be executed between the governing body of the agency and the County Board of Supervisors. Once this contract has been entered into, it is effective for any special assessment of that agency and remains in effect until rescinded by either of the parties concerned.

b) Compliance with the provisions of Proposition 218, the Right to Vote on Taxes Initiative will be a responsibility of the City or District. A compliance letter is required for each district number and must be signed by the City or District Manager (See form on Page 12).

c) Pursuant to Section 29142, 27013, 29304 and 50077 of the Government Code, the County Auditor Controller is authorized to charge for the cost of applying special assessments to the tax roll. This charge is $0.10 per parcel identification number (PIN) (a.k.a. assessment number) for each time a file is submitted whether it is accepted or rejected. There is an additional per district fee of $91.17 per annual submittal, in addition to the $0.10 per PIN.

d) Pursuant to Section 50077 of the Government Code and numerous other code sections, the County Treasurer-Tax Collector is authorized to charge for the collection of special assessments included on the tax bill. This year’s annual charge is $0.25 per PIN. This charge is in addition to the Auditor-Controller’s Office charges, and will be recovered on the first Current Secured Settlement Apportionment.

e) The Auditor-Controller’s Office charge is based on applying the assessment to the tax roll, not for the collection of such taxes. Because of the nature of the charge, the County will recover its total charge on the first Current Secured Settlement Apportionment, regardless of which property owners paid their assessments. After this adjustment is made, the agency will receive the full amount collected from the property owners.

f) If your agency applies credits from successor agency funding, this office is not concerned with the amount of the credit or the amount of the original charge. Provide only the final amount to be collected from the County tax rolls. Amounts ending in odd cents will be rounded down to the even cent in order to accommodate equal installment billing.

g) There is a charge of $0.10 per PIN for any rejects being re-submitted before the August 20th deadline. The $0.10 per PIN charge applies to ALL initial submissions and re-submissions of PINS rejected or not.

For example:

1) The agency submits district 68-0001 with 100 PINS and after it is processed, only 95 PINS are accepted and 5 PINS are rejected and need to be resubmitted. Therefore, the agency will be charged on the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) 1 district X $91.17</td>
<td>$91.17</td>
</tr>
<tr>
<td>b) 100 PINS X $0.10</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$101.17</strong></td>
</tr>
</tbody>
</table>
2) If the agency re-submits corrections with only 5 PINS and the submittal CSV file includes only 5 PINS for correction, the agency will be charged on the following:

   a) \[5 \text{ PINS} \times \$0.10 = \$0.50\]

3) If the agency re-submits corrections with only 5 PINS, but the submittal CSV file includes 100 PINS, the agency will be charged on the following:

   a) \[100 \text{ PINS} \times \$0.10 = \$10.00\]

Note: There will be no adjustments allowed for the month of September, due to Secured Extension processing.

(Please contact Justina Loeun at Juleoun@rivco.org or (951) 955-0319, if you have any questions.)

h) Any adjustments requested after Secured Extension, which is the fourth Monday in September, September 23, 2019 will require a corrected tax bill. **(The district will be required to send a letter to the taxpayer notifying them of the correction.)** Current Year adjustment requests will be accommodated through **October 30th** only. Any other requests for Current Year only special assessment corrections received **after October 31st** shall be subject to approval by the Office of the Treasurer-Tax Collector. The charges for the corrected tax bills are:

Fees: $91.66 per batch, plus $0.10 PIN, per fund and per tax year.

**In addition to this fee, the Tax Collector’s Office will also charge $6.62, per PIN for any correction that result in a corrected bill being produced.**

Charges will be deducted from the Current Secured Apportionment. Therefore, it is not recommended that the agency collect directly from any property owner after the assessment has been applied to the tax roll. If an error occurred, there are three alternatives:

1) Request an amended tax bill signed by the authorized person(s).
2) Have the property owner pay the tax bill, show proof of payment then reimburse directly to the taxpayer.
3) Provide the taxpayer with a check for the incorrect PIN amount payable to the County Tax Collector, so the property owner may include that payment with his own payment toward the tax bill.

i) Throughout the year, many taxing agencies adopt resolutions declaring the charge of abatement of public nuisances is to be collected on the tax rolls. Those resolutions to be recorded as liens should be sent to the Assessor’s Office immediately. However, it is recommended that the taxing agencies retain a copy and send the Auditor-Controller’s Office a copy with the annual submission in August. Only submit those that remain unpaid at that time. If the Auditor-Controller’s Office receives an abatement charge resolution outside of the processing period, and it is not accompanied by a request for an amended tax bill, it will be held pending the next year’s tax roll. Notification of any subsequent payment or recorded release of lien may not occur, and the charge might be placed on the tax roll erroneously.
2) SUBMITTING A PIN LISTING

Any package sent without the following items will not be processed:

a) Compliance with the provisions of Proposition 218, the Right to Vote on Taxes Initiative will be a responsibility of the City or District. A Compliance Letter is required for each District number and must be signed by the City or District Manager (See form on page 13). Proposition 218 letter must be submitted with the City or District Manager. Proposition 218 letter must be submitted with wet signatures. Electronic signatures are not acceptable.

b) A Cover Letter should be included with a telephone number, e-mail address, and a contact person. This contact person information will be provided to taxpayer's with assessment inquiries and posted on our public access portal. This contact number will also be printed on the tax bills. If you have separate contact information for our office, you may send us two contacts: One for the public, and one for our office use only. Also, include a total PIN count and a total dollar amount, by District number. This will assist us in verifying the accuracy of the initial input. Format should be as follow:

<table>
<thead>
<tr>
<th>District Number</th>
<th>Total PINS</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>68-0001-FC</td>
<td>1,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

c) A copy of a Certified Resolution Ordinance of your governing body must accompany your electronic data annually. A resolution must state the following:

1) The charge is in compliance with all laws pertaining to the levy of the particular assessment.
2) The specific code section must be cited.
3) The charge is levied without regard to property valuation.
4) The purpose of the special assessment.
5) Type or handwrite the county assigned District number (68-0000-FC) on the top right hand corner of the Resolution and indicate whether it is 1915 Act assessment Fund number or not.

d) You must submit an updated list of a signature of Personnel Authorized to Request Corrections to Fixed Charge on the Tax Roll (See a sample form on page 12) Original form must be submitted with wet signatures. Electronic signatures are not acceptable.

e) The Auditor-Controller’s Office accepts only CSV file type for data upload. Data should be transmitted via public access portal as instructed on pages 15-24 of this packet. If you are also recording these assessments as liens against the property, there must be a separate mailing to the Assessor-County Clerk Recorder’s Office at P.O. Box 751, Riverside, CA 92502-0751. The Assessor-County Clerk Recorder’s Office does not analyze any documents sent to them to determine whether they shall be forwarded to the Auditor-Controller’s Office, nor does the Auditor-Controller’s Office forward any listing to the Assessor-County Clerk Recorder’s Office.

Please follow the procedures below for the correct format for data being submitted. This is for the submittal of your CSV file ONLY. Please DO NOT submit any Proposition 218 Letters, Cover Letters, Resolution Ordinances, or Personnel Authorized to Request Corrections to Fixed Charges, along with your CSV files.

Please email those documents to: Ptax_RCFixedCharges@rivco.org and please mail original Proposition 218 Letters and Personnel Authorized to Request Corrections to Fixed Charges to:
f) The only three items that should be on your CSV files are:

1) The PIN Number (9 digit PIN - 123456789) or 10 digit for SBE
2) District Number (68-0001-FC, District numbers must now include the “-FC”)
3) The amount of charge for that PIN (3.12)

Annual fixed charge (Import file type – Fixed Import)

PIN,SAShortDescr,Amount

Example:
0610210148,68-4556-FC,3.12

g) Charges for property on the State Board of Equalization (Utility) roll can now be submitted the same way as regular submission. The information on the submittal is on pages 10-11.

3) SCHEDULE FOR 2019-2020

Submit your original electronic data file any time after July 1st, but no later than August 12th. Corrections must be turned in by August 20th. Please be advised that you will be charged again, if you are re-submitting rejected PINS. The fee for each rejected PIN is $0.10 each.

Rejects must be re-submitted to the Auditor-Controller’s Office by August 20th in order to be placed on the tax roll. Any other requests for current year special assessment corrections received after October 30, 2019 shall be subject to approval by the Office of the Treasurer-Tax Collector.

The County tax rolls are usually extended during the second week in September. We will not accept any new fixed charges after Secured Extension. Any individual problems must be resolved by August 20th. Written notification of these changes should be received by the Auditor-Controller’s Office before that date. If your written notification will not reach us by August 20th, a phone call in addition to the letter will suffice. Please call or email us if there are any other problems or any questions about last minute items. You may contact Justina Loeun by phone at (951) 955-0319 or by e-mail at juloeun@rivco.org.

4) REPORTING TO AGENCIES

We will no longer e-mail a report listing of accepted and rejected PINS. This information will be available to you once you process your fixed charge enrollment via the portal. If you submit two amounts for the same PIN number, our system will only accept the last amount submitted. It is highly recommended that charges applied to the tax rolls be reconciled to your own PIN lists.

The fee for re-submittal of rejected PINS is $0.10 per PIN. If it is not possible to re-submit the corrections by August 20th, and before extension of the property tax roll by September 23rd, the corrections can be added to the tax roll through October 30th with an approval by the Office of the
Treasurer-Tax Collector and an additional charge of $91.66 per batch plus $0.10 per PIN, plus $6.62 Tax Collector’s Fee for corrections resulting in a corrected tax bill to be mailed.

Note: Any correction that results in a corrected tax bill will be mailed by the Tax Collector’s Office.

After the end of each secured tax distribution period, we will post a listing of paid and unpaid PINS on our public access portal located at:

https://ca-riverside-aco.publicaccessnow.com/ReportsLibrary.aspx

5) FIXED CHARGE CORRECTIONS

The deadline for current year roll correction is October 30, 2019. Any other requests for current year special assessment corrections received after October 30th shall be subject to approval by both the Office of the Auditor-Controller and the Office of the Treasurer-Tax Collector.

**Current Year request:**
If the *first installment* is paid and the *second* is not paid – The Auditor-Controller’s Office can update the annual amount. If there is a refund, the refund will be apply to the second installment.

If the entire bill is fully paid, the district is to refund.

**Prior Year request:**
If the entire bill is fully paid, the district is to refund.

Instructions for fixed charge corrections **AFTER** the August 20th deadline

As of July 1, 2019, only information received in the following approved format will be accepted for processing of fixed charge corrections to the Property Tax Roll. Requests that do not conform to this format will be returned to the City or District. Requests must be made on your City or District letterhead and signed by an authorized person from that City or District. (See sample letter on page 9.) A Personnel Authorized to Request Corrections Form is enclosed (See sample on page 12.) Once received by the Auditor-Controller’s Office, it will be kept on file for future verification. Original must be submitted with wet signatures. Electronic signatures are not acceptable. Requests must include:

1) A brief **description** of the reason for the adjustments EXAMPLE: City or District error; paid directly to City or District; or removing charges due to foreclosure procedures. See Revenue & Taxation Codes:

   - 4832.00 District error - Allow the taxpayer 30 days to pay with no penalty.
   - 4832.50 Paid directly to the district or city - Does not allow 30 days to pay.
   - 4832.99 District Foreclosure - Does not allow 30 days to pay. If the assessment is PAID or REDEEMED, the charge cannot be removed.

2) **Tax Year:** Indicate Fiscal Tax Year of the Request
3) **Total number of corrections, per fund**
4) **PIN Number:** Must be a complete 9-digit number (123456789) or 10 digit for SBE
   1) **Fund/District Number:** 68-xxxx-FC (District numbers must now include the “-FC”)
5) **Current and new charge amounts:** Use the total amount currently on the tax roll; do not break down by installment amount, and do not include penalty, interest or other charges.
For each correction made, a charge per PIN, per Tax Year, per Fund will be deducted from the Current Secured Apportionment.

If the removal request is a district foreclosure action, please provide a **RECORDED COPY** of the “Notice of Intent to Remove Delinquent Assessment Installments from the Tax Roll” with your letter. There will be a delay in processing, if the recorded copy is not attached.

The following is a sample of requested CSV file format:

**Fixed charge correction (Import file type – Roll Correction import – Fixed)**

<table>
<thead>
<tr>
<th>PIN</th>
<th>SAShortDescr</th>
<th>CorrectedAmount</th>
<th>OldAmount</th>
<th>CurrentAmount</th>
<th>SAShortDescr-RTCode</th>
<th>RTCode</th>
</tr>
</thead>
<tbody>
<tr>
<td>414163005</td>
<td>68-2105-FC</td>
<td>0</td>
<td>3660</td>
<td>68-2105-FC-RTCode</td>
<td>4832</td>
<td></td>
</tr>
</tbody>
</table>

**PIN** – 9 digit PIN number (414163005) or 10 digit for SBE  
**SAShortDescr** – 68-2105-FC (district number)  
**CorrectedAmount** – New Corrected Amount (0)  
**OldAmount** - must have the word **OldAmount** typed in your file  
**CurrentAmount** – Old Amount (Amount currently in the system, amount to be corrected) (3660)  
**SAShortDescr-RTCode** - must have the word **68-2105-FC-RTCode** typed in your file  
**RTCode number** - enter R&T code number for the correction (4832)

The following is a list of fees for fixed charge corrections:

- $91.66, per Fund/District  
- $0.10, per PIN  
- $6.62, per PIN for Tax Collector’s Fee

Notes for Corrections:

1) Current year corrections are to be submitted in CSV format via portal. This is for **unpaid** PINS **only**. Paid PINS will rejected.

2) A letter with an authorized signature must be mailed to the Auditor’s Office.

3) A print out of the corrections, as they appear on the CSV file must also accompany the letter.

4) Attach the Letter for the Fixed Charge Corrections and your CSV file in the required format above.

**If you have any questions regarding corrections, please contact Justina Loeun (951) 955-0319.**
SAMPLE LETTER FOR ALL FIXED CHARGE CORRECTIONS

CITY OR DISTRICT LETTER HEAD

Date: July 1, 2019
To: County of Riverside
   Office of the Auditor-Controller
   Property Tax Division
   4080 Lemon St. 11th Floor
   P. O. Box 1326
   Riverside, CA 92502-1326

Attention: Justina Loeun

Subject: Request for Corrections to (Fiscal Year) Fixed Charges
   District Name (City, School, etc.)
   Fund 68-XXXX Request Total (Number of Corrections)

Due to (your reason), please (remove, reduce or add) the following fixed charges from the (Fiscal Year) tax roll:

<table>
<thead>
<tr>
<th>District</th>
<th>Tax Year</th>
<th>Fund</th>
<th>Current Amount</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Description)</td>
<td>0000-0000</td>
<td>68-0000-FC</td>
<td>$0,000.00</td>
<td>$0,000.00</td>
</tr>
</tbody>
</table>

Submit your CSV file through the Fixed Charge portal in the format below:

Fixed charge correction [Import file type – Roll Correction import – Fixed]

PIN,SAShortDescr,CorrectedAmount,OldAmount,CurrentAmount,SAShortDescr-RTCode,RTCode

Example:
414163005,58-2105-FC,0,OldAmount,3660,68-2105-FC-RTCode,4832

PIN – 9 digit PIN number (414163005), 10 digit for SBE
SAShortDescr – 68-2105-FC (District numbers must now include the “-FC”)
CorrectedAmount - New Corrected Amount (0)
OldAmount - must have the word OldAmount typed in your file
CurrentAmount - Old Amount (Amount currently in the system, amount to be corrected) (3660)
SAShortDescr-RTCode - must have the word SAShortDescr-RTCode typed in your file
RTCode number- enter R&T code number for the correction (4832)

If you have any questions or require additional information, please contact (District contact name) at (Contact phone number).

Sincerely,
AN AUTHORIZED SIGNATURE
The State Board of Equalization (SBE) is responsible for assessing properties associated with statewide companies such as railroads, telephones or telegraphs, electric or gas and other utilities. SBE assigns independent numbers to identify these utilities. These numbers are not in our computer system. Questions regarding the State-assessed assessment information should be referred to the State Board of Equalization, State Assessed Property Division, and Jack McCool at (916) 274-3296.

Per legislation contained in AB454, unitary property is appraised using the unit value principle and is the primary operative property of the utility. Because of this legislative change, about 90 percent of SBE parcels are reported to us under this “unitary” classification and all Unitary SBE parcels are now identified to our office by SBE using a designated, yet nonexistent County-Wide TAG number 000-001, regardless of the parcels actual location.

On September 29, 2006, Assembly Bill 2670 was enacted to provide for the establishment of a single County-Wide Tax Rate Area 000-002 for **qualifying regulated railway property**. Beginning with the 2007-2008 Board Roll of State-Assessed Property, the value of railroad unitary property will be allocated based on the total number of track miles in a county and placed in a general County-Wide Tax Authority Group 000-002.

On September 30, 2006, Senate Bill 1317 was enacted to add Revenue and Taxation Code 100.95 that changed the allocation of property tax revenues derived from state assessed qualified electric generation facilities, substation facilities, and transmission lines newly constructed by a public utility after January 1, 2007. Beginning with the 2008-2009 Board Roll of State-Assessed Property, the value of qualifying properties in Riverside County will be in a County-Wide Tax Authority Group 000-095.

Due to these amendments, the TAG numbers for the parcel number on which you place charges may have changed. To ensure your fixed charge will go to the correct TAG and to help facilitate your corrections, we encourage you to visit our website to check on the Board Roll of Assessed Property by TAG at [http://www.auditorcontroller.org/Divisions/PropertyTaxDivision/AssessedValuations.aspx](http://www.auditorcontroller.org/Divisions/PropertyTaxDivision/AssessedValuations.aspx). We receive the roll in late July. The 2019 SBE Board Roll will be posted on our website during the first week in August 2019.

Adding fixed charges to a SBE parcel is done through our Property Tax Portal. Please follow instruction on this packet on how to submit through our portal beginning on page 15. Our system can process only one charge, per Fund, per PIN. For several charges, combine them into one. As with the regular fixed charges, the charge will be rounded down to accommodate billing in two equal installments.
The SBE PIN number format is the 6 digit TAG and the 4 digit assessee number. For example, the unitary for Anza Electric pin is 0000010103.

The most common error with SBE fixed charges is the TAG selected. Please be sure you have selected the correct TAG and parcel. Maps identifying unitary TAG’s are only available at the State level. Incorrect parcel and TAG information will not be levied. Requests for placements of charges on the SBE roll that do not match the assessment and TAG data on our system cannot be levied. **All incorrect data submitted to this office will be rejected because we do not have the information available to make the determinations of assessment information.**
SAMPLE SIGNATURE FORM

CITY OR DISTRICT LETTERHEAD

TO: County of Riverside
DATE: ____________________

DISTRICT NAME and DISTRICT NUMBER

SUBJECT: Signature of Personnel Authorized to Request Corrections to Fixed Charges on the Tax Roll

For Fiscal Year 2019-2020 and thereafter, the following personnel is authorized to request corrections to fixed charges on the tax roll. It is understood that the County of Riverside will not make a correction if requested by any other personnel.

<table>
<thead>
<tr>
<th>NAME AND TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>__________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>__________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

I (We) understand that charges will apply at the rate of $91.66 for correction, plus $0.10 each assessment and $6.62 each assessment for the Tax Collector’s Fee. Charges will be deducted from the Current Secured Apportionment. Pre-payment will not be accepted.

APPROVED BY: __________________________

CITY OR DISTRICT MANAGER
SAMPLE OF COMPLIANCE WITH PROPOSITION 218 LETTER

CITY OR DISTRICT LETTERHEAD

TO: Paul Angulo, CPA, MA
Riverside County Auditor-Controller

FROM: ____________________________

SUBJECT: Compliance with Proposition 218

DATE: ____________________________

The City [District] of ____________________________ represents that the charges associated with property tax district number 68-____________________ identified on the County Tax Roll as ____________________________ is in compliance with the articles of Proposition 218 cited below.

The County Auditor-Controller/County of Riverside agrees to enter all assessments, fees, charges, or taxes for the City [District] ______________upon receipt of such roll on or about August 12, 2019 based upon such certification.

The City [District] ______________shall be solely liable and responsible, and will defend, indemnify and hold the County and this office harmless from any liability as a result of claims or claims for refunds and related interest due filed by taxpayers against any assessments, fees, charges or taxes placed on the roll for the City [District] ______________by the County.

Article XIII C. Sec. 2 (c) “Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b).”

Article XIII D. Sec. 5 “…this article shall become effective the day after the election unless otherwise provided. Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article.”

Article XIII D. Sec. 6 (d) “Beginning July 1, 1997, all fees or charges shall comply with this section.”

_____________________________ ____________________________
City [District] Date
Attested By: District Secretary
City Clerk
To: Riverside County Assessor’s Office
Property Data Center
4080 Lemon St., 5th Floor
Riverside, CA 92501-3659
Fax: (951) 955-6261

Attn: Mario Paz (951) 955-9553

Date: _______________

From: ________________________________

Agency Name: __________________________

Address: _________________________________

City-State: ___________________________ Zip Code: ______________

Coordinator: ____________________________ Phone: ______________

Date Required: __________________________

PLEASE INDICATE REQUIRED PRODUCTS- ORDER FROM THIS GROUP ANY TIME OF YEAR

[ ] Assessment Roll - This is the Assessor’s file produced every July. Shows property ownership, address, mailing address and property values, no tax information. Current updates are available upon request. Format: CSV

[ ] Sales DB File - Conveyance information, transfer type codes, indicated sale value, situs address and property characteristics data. Updated weekly. Format: CSV

[ ] Property Characteristics File - Residential and mobile homes only. Format: CSV

[ ] CD-ROM $0.58c each  [ ] DVD $0.98c each  plus 8.00% media sales tax

Note: File layouts, Use Codes and sample data files are available upon request.

To all customers of the Riverside County Assessor - Property Data Center:

On December 7, 2012, the Riverside County Board of Supervisors approved the Property Data Center billing rate of $85 per hour for all data products. This new rate will be effective on January 1, 2013. From this day forward, this new rate will be applied to all Property Data Center products.

If you have any questions, please contact Mario Paz at (951) 955-9553 or email to: mpaz@asrclkrec.com
How to Access the Public Access Portal and Login

Step 1: Log into Public Access at: https://ca-riverside-aco.publicaccessnow.com/
The following home screen displays, then click on the Login tab on the top right corner.

Step 2: Enter your Username and Password, then click Login.
The Welcome to the Auditor-Controller Property Tax Division Portal home screen displays.

E-Forms Library

Click on the E-Form Library link to access all forms
Reports Library

**Click on Reports Library** to access all real-time reporting
(These reports will provide data with real-time data, the most current data in the property tax system)

Taxing Agency

**Click on Taxing Agency** to find everything relating to your taxing agency

Documents

This will be a list of all your documents generated from the Property Tax System. Your feedback report from the Fixed Charge submittals will be located here. As well as the report that is generated from the Paid and Unpaid reports.
Fixed Charges
This is the Fixed Charge Portal where you will find all information regarding Fixed Charges and Important Notes.

Important Notes

Fixed Charge Submittal

Due: August 12, 2019

Fixed Charge Management

Packet Instructions

Benefit Directory

Form(s)

NEW FIXED CHARGE DISTRICT

FILE SUBMISSION
Click on File Submission to begin submitting your Fixed Charge Annual or Correction files.

Important Notes

Fixed Charge Submittal

Due: August 12, 2019

Fixed Charge Management

Packet Instructions
Benefit Directory

Form(s)

NEW FIXED CHARGE DISTRICT
FILE SUBMISSION

Fixed Charge File Submission

Step 1: Complete the Fixed Charge File Submission – Annual and Correction by selecting your Tax Authority, then click Continue.

Date fields on the forms that are populated with ‘MM/DD/YYYY HH:MM:SS’ will be automatically updated with the current date and time once the form has been submitted. In cases where you can download and or email a copy of the form these dates will show on the form with the date and time it was submitted.

Fixed Charge File Submission - Annual and Correction

Tax Authority
60-0001-FC DELINQUENT CITY UTILITY CHARGE

Reporting Group
RiversideCounty

The Fixed Charge File Submission screen displays.
Step 2: Complete the SA File Submission form with the pertinent information, then click continue to attach and upload your file.

- **Tax Year**: For FY 2019-20, enter 2019
- **Reporting Group**: For processing use only. Do not use.
- **Tax Authority ID**: For processing use only. Do not use.
- **File Import Type**: 
  - Fixed import – for annual enrollment
  - Roll Correction import - for corrections
- **Processing Type**: 
  - Validate file only - to validate your file and determine if there are any errors in your file. 
    - A feedback report will be generated within approximately 30 minutes once validated and will be uploaded to the Taxing Agency Documents folder. To access report, go to Taxing Agency, then click on Documents.
  - Submit final file – to submit your final file when your file has no errors and is ready to be submitted
- **RecordInFileNotInTaxSystem**: The PIN is in the file being uploaded but not currently in the system.
  - No action: The system will ignore the PIN and move on
  - Add: The system will add the new PIN to the system *(most common selection)*
- **RecordInFileInTaxSystem**: The PIN is in both the file as well as in the system
  - No action: The system will ignore the PIN and move on
  - Update: The system will update the existing PIN in the system to what was submitted in the file *(most common selection)*
  - delete: The PIN will be deleted from the system for the Tax Year and District
- **RecordNotInFileInTaxSystem**: The PIN is not in the file submitted, but exists in the system
  - No action: The system will ignore the PIN in the system and move on *(most common for Corrections when submitting only the PINs that have modifications)*
- **Delete**: The PIN will be deleted from the system for the Tax Year and District (*most common for Annual submissions to ensure that the list in the file is all that will be added to the tax role*)
- **Report Detail**: What level detail you would like for the feedback report.
  - Totals only, Errors only, or List PINS

**Step 3**: Enter **Expected Totals** to validate your input.

- **Special Assessment**: Enter the District number that you will submit your file for
- **Total Dollar Amount**: Enter the total dollar amount of your file
- **Total Assessment Count**: Enter the total assessment count of your file

**Click Continue.**

<table>
<thead>
<tr>
<th>Expected Totals</th>
<th>Total Dollar Amount</th>
<th>Total Assessment Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Assessment</td>
<td>100.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Total</td>
<td>100.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The **Fixed Charge File Submission-Annual and Correction** screen displays.

**Step 4**: **Click add files** to add your CSV file.
Step 5: Click Start Upload to begin uploading your file.

Step 6: Click Submit to submit your file.

The Submission page displays.
Step 7: Confirmation of submission page
Click Download Form to download the SA file submission form
Click Email Confirmation to have the SA file submission form emailed to the address provided in the text box

This message will display, if Email Confirmation is selected.

Example of email massage:

Thank you for submitting your fixed charge file submission online. If you only validated the file a report should be generated and posted back to your documents shortly.
Example of SA File Submission form.

SA File Submission

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Group</td>
<td>RiversideCounty</td>
</tr>
<tr>
<td>Tax Authority ID</td>
<td>1273</td>
</tr>
<tr>
<td>File Import Type</td>
<td>Fixed import</td>
</tr>
<tr>
<td>Processing Type</td>
<td>Validate file only</td>
</tr>
<tr>
<td>RecordInFileNotInTaxSystem</td>
<td>Add</td>
</tr>
<tr>
<td>RecordInFileInTaxSystem</td>
<td>Update</td>
</tr>
<tr>
<td>RecordNotInFileInTaxSystem</td>
<td>Delete</td>
</tr>
<tr>
<td>ReportDetail</td>
<td>Detail level of report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Assessment</th>
<th>Total Dollar Amount</th>
<th>Total Assessment Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>68-0001</td>
<td>100</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Step 8:** The feedback report will be uploaded to the Taxing Authority Documents folder within approximately 30 minutes once submitted. To access report, go to Taxing Agency, then click on Documents.

**Step 9:** If the Processing Type selected was Validate file only, you may now repeat these steps and chose the **Submit final file** to formally submit the file to the county for processing.

**Step 10:** If more file submissions are required you may now submit the additional files.

**NOTE:** At this time, only one file submission can be done one at the time.
REQUEST TO ESTABLISH A NEW FIXED CHARGE FUND (DISTRICT) NUMBER (68)

1. New Fund (district) Name: __________________________________________________________
   *(District name must include CFD, or AD in front of name, 32 characters only)*

2. Contact for Auditor Controller Office:
   Agency Name/Contact Person: _______________________________________________________
   Agency Address: ___________________________________________________________________
   Agency Phone Number/E-mail Address: _______________________________________________

3. Contact for Tax Payer: *(this will be on tax bills and on our website)*
   Agency Phone Number/E-mail Address: _______________________________________________

4. Tax Warrants to be mailed to (if receiving warrants):
   Agency Name: ____________________________________________________________________
   Agency Address: ____________________________________________________________________
   Agency Contact Person: __________________________________________________________________
   Agency Phone Number: _______________________________________________________________
   Agency E-mail Address: __________________________________________________________________

5. For the General Accounting Department: This is required if #4 above is completed, otherwise ignore.
   Do you want a separate warrant for this new fund/district?
   YES ___ *(You will get a new vendor number)*
   NO ____ *(You will share the same vendor number)*

   What is your current vendor number? ____________ *(If you don’t know, please call our office)*

6. Do you want to set up the Electronic Fund Transfer (EFT)?
   YES ____ *(Please call our office for instructions and forms)*
   NO ____ *(You will receive warrants in the mail)*

7. If your funds are being transfer via journal entries, please complete this, otherwise ignore.
   Fund Number: _______________________________________________________________________
   Department ID (Dept. ID): __________________________________________________________________

8. Check if applicable for new fund: *(This is for our information only so we know if you are a teeter district or not)*
   a) Teeter _____ b) Community Facility District _____ c) Assessment District _____
   d) Nuisance Abatement District _____ e) Building Abatement District _____ f) Tax district _______
   g) Fee District _______
   *Community Facility, Assessment, Nuisance Abatement, and Building Abatement Districts cannot select to be a teeter district.

9. Is this 1915 Act assessment fund?
   a) Yes ____________ b) No ______________

10. Estimated closure date of the fund: ____________________________________________

   ___________________________________________   ___________________________________________   ______________
   Requested by (print your name)   Requested by (signature)   Date of request

   ___________________________________________   ___________________________________________   ______________
   Name of District requesting   Phone # of person requesting   E-mail address of person requesting

Note: This request can only be signed by a District Representative.  Updated 05/01/18