Fixed Charge Processing

Fiscal Year 2011-2012

***ATTENTION – The Auditor-Controller’s fees are pending board. ***
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APPLYING SPECIAL ASSESSMENTS TO THE TAX ROLLS

GENERAL

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contract has been entered into, it is effective for any special assessment of that agency and remains in effect until rescinded by either of the parties concerned.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/District. A compliance letter is required for each district number and must be signed by the City/District Manager (See form on page 15).

c) Pursuant to Section 29142, 27013, 29304 and 50077 of the Government Code, the County is allowed to charge for the cost of applying special assessments to the tax roll. This cost is $0.13 per assessment for each time a file submitted whether it is accepted or rejected. There is an additional per district fee of $124.33 per annual submittal in addition to the $0.13 per assessment.

d) Pursuant to Section 50077 of the Government Code and numerous other code sections, the County Treasurer is authorized to charge for the collection of special assessments included on the tax bill. This year’s annual charge is $0.38 per assessment. 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 cost is based on applying the assessment to the tax roll; not for the collection of such taxes. Because of the nature of the cost, the County will recover its total cost 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 redevelopment 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 $0.13 per assessment for any rejects being resubmitted before the August 18 deadline. The $0.13 per assessment charge applies to ALL initial submission and resubmission of assessments rejected or not. For example:

   g.1) The agency submits fund/district 68-0001 with 100 assessments and after it was processed, only 95 assessments are accepted and 5 assessments are rejected and need to be resubmitted. Therefore, the agency will be charged on the following:
       a) 1 district x $124.33 = $ 124.33
       b) 100 assessments x $ 0.13 = $ 13.00
       __________________________________________________
       Total                        $ 137.33
g.1a) If the agency resubmits corrections with only 5 assessments and the FTP submittal is only 5 assessments for correction, the agency will be charged on the following:

a) \[ 5 \text{ assessments} \times \$0.13 = \$0.65 \]

g.1b) If the agency resubmits corrections with only 5 assessments, but the FTP submittal includes the entire file of 100 assessments again, the agency will be charged on the following:

a) \[ 100 \text{ assessments} \times \$0.13 = \$13.00 \]

h) Any corrections requested on or after the third Monday in September will require a new tax bill. Current year correction requests will be accommodated through October 31 only. Any other requests for current year special assessment corrections received after October 31 shall be subject to approval by the Office of the Treasurer-Tax Collector. If approved, the district will be required to send a letter to the taxpayer notifying them of the correction. The charges for the corrected tax bills are:

\[ \$44.94 \text{ per manual corrections, per fund, per assessment and per tax year and} \]
\[ \$134.82 \text{ per batch plus } \$0.13 \text{ per assessment for computer generated corrections on a CD or diskette with a minimum of 20 parcels.} \]

In addition to this fee, the Tax Collector’s Office will also charge \$8.64 per assessment for any changes that result in a new 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 assessment 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 agencies adopt resolutions declaring the cost of abatement of public nuisances are to be collected on the tax rolls. Those resolutions to be recorded as liens should be sent to the Assessor-County Clerk-Recorder’s Office immediately. However, it is recommended that you retain the Auditor-Controller’s Office copy for submission in August. Then, only submit those that remain unpaid at that time. If the Auditor-Controller’s Office received an abatement cost 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 ASSESSMENT LISTING**

a) *The Auditor-Controller’s Office no longer accepts e-mails, CDs or diskettes for fixed charge submittals.* FTP files are the only method of data transfer that we will be accepting. Data should be transmitted electronically as instructed on page 20 of this package. 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 forward any listing to the Assessor-County Clerk-Recorder’s Office.

b) A copy of a resolution or ordinance of your governing body must accompany your electronic data. A resolution must state the following:

(1) The county assigned fund/district number in the upper right hand corner for identification.
(2) The charge is in compliance with all laws pertaining to the levy of the particular assessment.
(3) The specific code section must be cited.
(4) The charge is levied without regard to property valuation.
(5) The purpose of the special assessment.

c) Include a total parcel count and a total dollar amount by fund. This will assist us in verifying the accuracy of the initial input. Format should be as follow:

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Total Assessments</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>68-0000</td>
<td>0,000</td>
<td>$0,000.00</td>
</tr>
</tbody>
</table>

*Any package sent without this summary will not be processed.*

d) A cover letter should be included with a telephone number, e-mail address and a contact person. This contact person will be provided to taxpayer’s with assessment inquiries and posted on our website. If you have separate contact information for our office, you may send us two contacts in formations: One for the public, and one for our office.

e) If you will be making any corrections, a sample signature from the person authorized to request corrections and adjustments to these charges during the year (form enclosed on page14).

f) Attachments to this procedure express the format your data must be in for processing assessments on the tax roll.

g) The only three items that should be on your FTP files are:

(1) The assessment number (including check-digit number).
(2) Your fund/district number.
(3) The amount of charge for that assessment.

h) FTP file name format must be 68XXXX.
i) FTP file data must have ASCII format: Numeric Only (no dash/hyphen in the filename) and single spacing.

(1) 3 columns  
   – Column 1 format: 6 blanks spaces, 10 characters
   – Column 2 format: 1 blank space, 6 characters
   – Column 3 format: 2 blanks spaces, 9 characters

j) Charges to be entered for property on the State Board of Equalization (utility) roll should be submitted on a separate listing. These charges are applied to the tax rolls by an alternative manual procedure (form enclosed on page 22).

3) **SCHEDULE FOR 2011-2012**

Submit your original electronic data any time after July 1, but no later than August 10. Corrections must be turned in by August 18. Every effort will be made by the ACO to send an electronic “error report” to provided e-mail address. Please be advised that you will be charged again, if you are resubmitting rejected assessments. The fee for each assessment is $0.13 each.

Rejects must be returned to the Auditor-Controllers Office by August 18 in order to be placed on the tax roll. Corrections needed after that date must go through our Roll Change Section. Any other requests for current year special assessment corrections received after October 31 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. Any individual problems must be resolved before August 25. 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 25, 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 Fendy Kao by phone (951) 955-0322 or by email at fkao@co.riverside.ca.us.

4) **REPORTING TO AGENCIES**

After we have processed your data for entry to the tax rolls, we will forward an e-mail listing the accepted assessments. This report lists assessments and amounts of those assessments that were successfully applied. If you submit two amounts for the same assessment number, this report will list the assessment only once with the last amount submitted. It is highly recommended that charges applied to the tax rolls be reconciled to your own assessment lists.

We will e-mail a computer printout listing the rejected assessments. This listing should be reviewed immediately. The Assessor-County Clerk-Recorder’s Office can provide the correct assessment number. These corrections need to be resubmitted to the Auditor-Controller’s Office as soon as possible. The fee for re-submittal of rejected assessments is $0.13 per assessment. If it is not possible to resubmit the corrections before extension of the property tax roll, the corrections can be added to the roll by the Roll Change Section through October 31 with an additional charge of $44.94 manual/$134.82 per batch plus $0.13 for each assessment and $8.64 per assessment fee to reflect the Tax Collector’s costs.

**Note:** The Roll Change Section process will generate 1) a corrected tax bill to be mailed by the Tax Collector’s Office or 2) a refund if taxes are fully PAID.
After the end of each secured tax collection period, we will forward an electronic copy of a listing of paid and unpaid assessments on the roll to each agency. If you do not get this report, please let us know and we will e-mail you a copy. Please provide us with your current e-mail address since this will be the only method that we will be sending your paid and unpaid reports.

**ROLL CHANGE SECTION**

**Important:** The deadline for current year roll changes is October 31, 2011. Any other requests for current year special assessment corrections received after October 31 shall be subject to approval by both the Office of the Auditor-Controller and the Office of the Treasurer-Tax Collector.

**NOTE:** The Auditor-Controller’s office will not issue refunds for Current Year or Prior Year Fixed Charge requests. It is the District’s responsibility to process the refund.

Current Year request:

If the **first installment** is paid and the **second** is not paid – The Auditor-Controller’s Office can remove the **second installment** and the district is to refund the paid **first installment**.

If fully paid – District is to refund

Prior Year request:

If fully paid – District is to refund.

Note: Any fixed charge request that rejects with an “IPP” (Installment Payment Plans) status will not be processed.

**Instructions for fixed charge corrections AFTER the August 18 deadline:**

As of July 1, 2010 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. Please see sample letters attached. Requests must be made on your **City or District letterhead** and signed by an authorized person from that City or District. An authorized signature form is enclosed (page 14) and when received, it will be kept on file for future verification. Faxed copies or photocopies of requests will not be accepted. Requests must include:

1) A brief description of the reason for the change. EXAMPLE: City or District error; paid direct 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 direct 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) Assessment Number: Must be a complete 10-digit number. (xxx-xxx-xxx-x) (Nine-digit assessment number and check-digit).

3) Tax Year: Indicate fiscal tax year of the change.

4) Fund Number: Must be a six-digit number. (68-xxxx).

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.

6) For each correction made, a charge per assessment, per tax year, per fund will be deducted from the current secured apportionment. Charges for the 2011-2012 fiscal year:

$44.94 for manual corrections per year, per fund and per assessment.
$134.82 for computer generated corrections of 20 parcels or more on CD or Diskette plus $0.13 for each parcel.
$8.64 per assessment for Tax Collector’s fee

<table>
<thead>
<tr>
<th>Assessment No.</th>
<th>Tax Year</th>
<th>Fund</th>
<th>Current Amount</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123-456-789-0</td>
<td>2011-2012</td>
<td>68-XXXX</td>
<td>250.00</td>
<td>0.00</td>
</tr>
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<td>345-456-678-9</td>
<td>2011-2012</td>
<td>68-XXXX</td>
<td>1,345.78</td>
<td>789.56</td>
</tr>
</tbody>
</table>

If you have any questions please contact Laura DeGuire at (951) 955-0328
CITY OR DISTRICT LETTER HEAD

Date:

To: County of Riverside
   Office of the Auditor-Controller
   Roll Change Section
   4080 Lemon St. 11th Fl
   P O Box 1326
   Riverside, CA  92502-1326

Attention: Laura DeGuire

Subject: Request for Changes to (Fiscal Year) Fixed Charges
         Fund 68-XXXX  Request Total (Number of changes)

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

<table>
<thead>
<tr>
<th>Assessment No.</th>
<th>Tax Year</th>
<th>Fund</th>
<th>Current Amount</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000-0</td>
<td>0000-0000</td>
<td>68-XXXX</td>
<td>$0000.00</td>
<td>$0000.00</td>
</tr>
</tbody>
</table>

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

Sincerely,

AN AUTHORIZED SIGNATURE

Note: USE THIS FORMAT FOR LESS THAN 20 PARCELS
REQUIREMENTS FOR REQUESTS OF 20 OR MORE CHANGES

Instructions for fixed charge corrections AFTER the August 18th deadline

1) Current or prior year corrections are to be submitted on a diskette in ASCII format as shown below. **Do not** mix current and prior year corrections on the same diskette. If working with one fund number, you must list lowest assessment number first. If working with multiple fund numbers, you must list the lowest fund number followed by the lowest assessment in that fund. This is for **unpaid or half paid** assessments only. **Paid** assessments will reject.

2) A letter with an authorized signature and all the information currently required for roll change must accompany the diskette.

3) A print out of the corrections as they appear on the diskette must also accompany the letter and diskette.

4) See the sample letter and print out of corrections as they should appear on the diskette.

Roll changes of less than 20 assessments must be submitted following the instructions on page 6.

Please contact Laura DeGuire with any questions.
(951) 955-0328
ACO Property Tax Division
Roll Change Section.

Record Format Requirements:

CURRENT OR PRIOR YEAR ASCII CHARACTER SET
RECORD LENGTHS 53

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<td>Assessment Number</td>
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<td>Check Digit</td>
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<tr>
<td>New Charge</td>
<td>9(10)\v99</td>
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</tbody>
</table>
SAMPLE LETTER FOR FIXED CHARGE CORRECTIONS AFTER AUGUST DEADLINE

CITY OR DISTRICT LETTER HEAD

Date:

To: County of Riverside
   Office of the Auditor-Controller
   Roll Change Section
   4080 Lemon St.  11th Fl
   PO Box 1326
   Riverside, CA  92502-1326

Attention: Laura DeGuire

Subject: Request for Changes to (Fiscal Year) Fixed Charges
         Fund 68-XXXX   Request Total (Number of changes)

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

<table>
<thead>
<tr>
<th>District (Description)</th>
<th>Tax Year 0000-0000</th>
<th>Fund 68-XXXX</th>
<th>Current Amount $0000.00</th>
<th>New Amount $0000.00</th>
</tr>
</thead>
</table>

Enclosed is a floppy diskette (or CD) in ASCII format of the corrections needed along with a print out of the corrections as they appear on the diskette (or CD).

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

Sincerely,

AN AUTHORIZED SIGNATURE

Note: USE THIS FORMAT FOR 20 OR MORE PARCELS
Sample Print Out Of Corrections As They Should Appear On The Diskette (or CD)

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STATE BOARD OF EQUALIZATION FIXED CHARGES
***Important Changes, Please Read carefully***
Deadline for SBE Fixed Charge submittal is August 18, 2011.

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 Valuation Division at (916) 324-2794.

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 TRA 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 Rate Area 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 Rate Area 000-095.

Due to these amendments, the TRA numbers for the parcel number on which you place charges may have changed. To ensure your fixed charge will go to the correct TRA and to help facilitate your corrections, we encourage you to purchase a copy of SBE ROLL for a cost of $20. The SBE roll we receive is a listing of State Assessed properties by TRA and it is important to note that it is not a map. We receive the roll in late July and copies can be acquired shortly after that time by calling the Auditor-Controller’s Office SBE unit at (951) 955-0943.

Adding fixed charges to a SBE parcel is done electronically by sending an e-mail request to Paul Robles at parobles@co.riverside.ca.us. This form is in an Excel format as shown on page 22 and it must be completed correctly in order to ensure the proper utility is charged. To complete the form correctly, do not zero fill columns. Our system can process only one charge per fund per parcel. For several charges, combine them into one. As with the regular fixed charges, the charge will be rounded to accommodate billing in two equal installments.

The most common error with SBE fixed charges is the TRA selected. Please be sure you have selected the correct TRA and parcel. Maps identifying unitary TRA’s are only available at the State level. Incorrect parcel and TRA information will not be levied. Requests for placements of charges on the SBE roll that do not match the assessment and TRA data on our system can not be levied. All incorrect data submitted to this office will be rejected and returned to your agency because we do not have the information available to make the determinations of assessment information.
TO: County of Riverside Date: ________________________________

DISTRICT NAME: __________________________________________

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

For fiscal year 2011-2012 and thereafter, the following personnel are authorized to request corrections to fixed charged on the tax roll. It is understood that the county of riverside will not make a correction if requested by any other personnel.

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<thead>
<tr>
<th>NAME AND TITLE</th>
<th>SIGNATURE</th>
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We understand that there will be a $44.94 manual /$134.82 batch plus $0.13 each assessment and $8.64 per assessment. Charges will be deducted from the current secured apportionment. Pre-payment will not be accepted.

APPROVED BY: ________________________________

CITY OR DISTRICT MANAGER
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 10, 2011 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 C. Sec.6 (d) “Beginning July 1, 1997, all fees or charges shall comply with this section.”
SPECIAL DISTRICT
FIXED CHARGE REQUEST FORM

To: Riverside County Assessor-Clerk-Recorder
P.O. Box 12004
Riverside, CA 92502-2204
Fax: (951) 955-6261

Att: Mario Paz  (951) 955-6242  Date: __________

From: Agency Name:  Fund#: 

Address: 

City-State:  Zip Code: 

Coordinator:  Phone: 

Estimated Number of Parcels: __________  Date Required: __________

Please indicate required products- order from this group any time of year

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<thead>
<tr>
<th>ITEM</th>
<th>CATALOG</th>
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<tbody>
<tr>
<td>[ ] 1. Final Certified Assessment Roll (160 Rec.) - Yearly</td>
<td>ASX100C</td>
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<tr>
<td>[ ] 14. Updated Monthly - 622 Record Length</td>
<td>KEYINFOX</td>
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<tr>
<td>[ ] 15. Assessment Roll - 800 Record Length</td>
<td>WORK100</td>
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<tr>
<td>[ ] 16. Special Request Value Roll - 80 Record Length</td>
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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 Tuesday, October 27th, 2009, the Riverside County Board of Supervisors approved the Property Data Center billing rate of $117 per hour for all data products. This new rate will be effective on Thursday, October 29th, 2009. From this day forward, this new rate will be applied to all Data Center products.

If you have any questions, please contact Mario Paz at (951) 955-6242 or email to: mpaz@asrclkrec.com
The following instructions should be followed for sending fixed charges via File Transfer Protocol (FTP):

a) The only three items that should be on your FTP files are:
   (1) The assessment number (including check-digit number).
   (2) Your fund/district number.
   (3) The amount of charge for that assessment.

b) FTP file name format must be 68XXXX.

c) FTP file data must have ASCII format: Numeric Only (no dash/hyphen in the filename) and single spacing.

   (1) 3 columns
      – Column 1 format: 6 blanks spaces, 10 characters
      – Column 2 format: 1 blank space, 6 characters -
      – Column 3 format: 2 blanks spaces, 9 characters

   Record Format: Data Position
                  Blank  1 -  6
                  Assessment Number  7 - 15
                  Check Digit 16
                  Blank 17
                  Fund Number  18 - 23
                  Blank 24 - 25
                  Amount 26 - 34 (999999999)
               (9 characters. including 2 decimals)

d) The naming convention for the file is your six digit fund number/district number.
For example: 68XXXX.txt

To send your information FTP, use the instructions on the following page.

For questions regarding the fixed charge process, please contact the Auditor-Controller’s Office:
Fendy Kao: (951) 955-0322
    fkao@co.riverside.ca.us

Justina Loeun: (951) 955-0319
    juleun@co.riverside.ca.us
ACO SECURED FTP INSTRUCTIONS

You will first need an FTP client which can negotiate FTP over SSL (FTPS/FTPES). SFTP is not the same and will not work. We do not require/recommend any specific client; however, I have included the screen shots of the CoreFTP client setup. It can be downloaded for free by clicking on the link [www.coreftp.com](http://www.coreftp.com). From the menu choose Sites / Site Manger. Click on New Site and fill in the fields with the information below. The second screen is from clicking the Advanced Button.

1) Hostname: ftps.countyofriverside.us
2) Username: tzone\ACO-Agency
3) Password which is the only thing Case Sensitive: PropTax11
4) Connection type: AUTH SSL
5) Remote start folder name: ACO-Agency. This is found by clicking on the Advanced button - Directory/Folder.
6) Local Start Folder (optional): this is the directory on your desktop where you keep your files.

Use the defaults for the other settings. You will be asked if you will accept a certificate from this server. Say OK. In the LEFT pane you should see your files if you filled out the Local Start Folder field. If you did not, then you should be able to browse and find them. In the RIGHT pane you should see no files. Since /ACO-Agency folder is Write only, you will not be able to list or read files, even those you write or send via FTP.

For security reasons, we have implemented a policy for locking out account logins after five (5) failed login attempts. If you are unable to login, it is possible that the account has been locked because of failed attempts by you or others.

Sometimes customers get hostname errors. You may need to use one of these IPs instead: 63.237.190.71 or 172.30.12.71.

If you need assistance at any time (24/7) call the RCIT helpdesk at 951-955-9900.
REQUEST TO ESTABLISH A NEW FIXED CHARGE FUND NUMBER (68)

1. **New Fund Name:**
   (32 characters only)

2. **Contact for Taxpayers:** (This will be available on tax bills and via our web-site)
   - Agency Name:
   - Agency contact person:
   - Agency Address:
   - Agency Phone Number:
   - Agency E-mail address:

3. **Fixed Charge Paid and Unpaid Reports** (available in electronic format only)
   - E-mail address where to send reports:

4. **Tax Warrants to be mailed to** (if receiving warrants):
   - Agency name:
   - Agency contact person:
   - Agency Address:
   - Agency Phone number:

5. **For General Accounting Department (GAD): This is required if #4 is completed, otherwise ignore.**
   - Do you want a separate warrant for this new fund?
     - YES _____ (You will get a new fund/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 Electronic Fund Transfer (EFT/ACH)?**
   - YES _____ (Please call our office for forms)
   - NO _____ (You will continue to received 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 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 _____

---

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 3/29/11*
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<th>Par #</th>
<th>SBE #</th>
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Contact Name: ____________________________

Phone No: ____________________________