

## **ADDENDUM TO SAN BERNARDINO COUNTY DIRECT CHARGE INSTRUCTIONS**

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Original Release: *May 27, 2025*

Addendum Release: *June 18, 2025*

In support of clarity, consistency, and accurate implementation, the following updates have been made to the **Direct Charge Instructions** and its associated attachments. These revisions are effective immediately.

### **Instruction Packet Updates**

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##### **Added:**

*"Notification Letter of Authorization (Attachment F) is due by July 1, 2025"*

This requirement applies when a consulting agency submits a Direct Charge Web Portal User Access Form.

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##### **Removed:**

*"Notification Letter of Authorization – due by August 10, 2025"*

To reflect the revised due date and ensure alignment with updated submission procedures.

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##### **Updated:**

From: *"Amount (Decimal, even cents)"*

To: *"Amount (rounded to 2 decimal places)"*

This change ensures consistency in data formatting.

### **Attachment Updates**

#### **Attachment A – Direct Charge Portal User Guide (Page 15)**

##### **Updated:**

From: *"Amount (Decimal, even cents)"*

To: *"Amount (rounded to two (2) decimal places)"*

#### **Attachment G – Certified Parcel Listings Specification**

##### **Updated:**

From: *"Amount (Decimal, even cents)"*

To: *"Amount (rounded to two (2) decimal places)"*