**[Agency Letterhead]**

**Date**

San Bernardino County

Auditor-Controller/Treasurer/Tax Collector

Property Tax Division

268 West Hospitality Lane, 4th Floor

San Bernardino, CA 92415-0018

RE: Authorization of **[Consultant Agency’s Name]** to act on **[Agency’s name]** behalf

1. This letter formally authorizes for **[Consultant Agency’s Name]** to act on behalf of [Agency’s Name] in submitting direct charges to be placed on the property tax bills of San Bernardino County property owners. As part of this process, our agency has engaged [Consultant Agency’s Name] to compile, review, and submit the required information to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector- Property Tax Division (ATC) for the following Agency/Account codes:

| **Agency-Account Code** | **Active for New Year? (Y/N)** | **Description** |
| --- | --- | --- |
| [Insert Code] | [Y/N] | [Insert Description] |

This authorization is granted for the **2025/2026** tax year and includes the authority for **[Consultant Agency’s Name]** to perform the following actions on our behalf:

1. **Submission of Information:** Compile and submit parcel numbers and fee amounts to the ATC.
2. **Certification of Fees:** Certify and verify the fees related to the Direct Charge process.
3. **Request and Access to Reports:** Request necessary reports and documents required for the Direct Charge process.
4. **Communication with County Authorities:** Coordinate with ATC, including requesting updates and tracking the status of charges submitted on our behalf.

Additionally, [Consultant Agency’s Name] is responsible for submitting all required documentation in a timely manner and ensuring that all necessary procedures are completed efficiently.

We respectfully request the assistance of the ATC in facilitating this process as it pertains to [Agency’s Name].

Thank you for your attention and cooperation. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

**Authorized Signature,**

**[Agency Name]**

**[Printed name, Position]**