# **ATTACHMENT G**

**CERTIFIED PARCEL LISTINGS**

# **Electronic Data Specifications for Special Assessments**

Annual Direct Charges must be uploaded using a **comma-separated value (CSV**) file format.

## Requirements

* Each file must be limited to a single subagency (agency account) code. You may upload multiple files per subagency.
* Fields must be comma-separated.
* Each levy record must consist of the following fields, in order:
* **Parcel Number** (13 digits with no dashes or spaces)
* **Assessment Year** (Numeric, 4 digits)
* **Agency Account Code** (10 characters and hyphen, ex. AA099-SP001)
* **Amount** (round to two (2) Decimal places)[[1]](#footnote-1)
* A header row is optional. If included, it should contain:

 parcel\_number, assessment\_year, code, amount

## Example File

parcel\_number, assessment\_year, code, amount

0108303100000,2025,CC034-SP001,171.85

0108303110000,2025,CC034-SP001,171.85

0108303120000,2025,CC034-SP001,171.85

**⚠️ Important:**

* **Include the County’s processing fee of $.30 in the assessment amount** you submit.
* All submissions must be completed and certified in the Direct Charge Portal by **August 10, 2025.**
1. *Revised June 18, 2025: Updated the “****Amount”*** *from (decimal, even cents) to (rounded to two (2) decimal places).* [↑](#footnote-ref-1)