# **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 (Decimal, even cents)
* 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.**