



OFFICE OF THE  
**ORANGE COUNTY AUDITOR-CONTROLLER**

**FRANK DAVIES, CPA**  
AUDITOR-CONTROLLER

May 11, 2020

TO: Cities and Special Districts  
ATTENTION: Finance Directors/Managers  
SUBJECT: 2020-2021 Direct Charges/Special Assessments

This is our annual request for information for adding direct charges/special assessments to the Secured Property Tax Roll for 2020-2021.

Fiscal year 2020-2021 direct charges/special assessments submission will have the following changes:

- No hard copies, no e-mails. You will upload all required files to <https://epts.ocgov.com/direct> directly including the signed board resolution in PDF.
- Each city, special district, and your consultant will have its own account to upload file(s). The account setup is based on last year's submission. The initial log in can be found in the attached Login ID listing.
- Parcel listing will be posted in a public folder via <https://epts.ocgov.com/direct>.

The attached instructions outline the procedures, due dates, and required data format of the direct charge/special assessment data. If you contract with a private consultant for preparation of this data, please ensure that your contractor receives a copy of this package.

If you are a city/special district placing a direct charge/special assessment on the property tax roll for the first time, there are some requirements to follow. For more details, please refer to the attached instructions "*Requirements for New Assessments only*" section.

Direct charge/special assessment documents are also available on the Auditor-Controller's Property Tax Accounting website, <http://acdcweb01.ocgov.com/about/central-accounting/property-tax-accounting/direct-charge-special-assessment-documents/>.

For questions, please contact Roeth Bun at (714) 834-2609 or [roeth.bun@ac.ocgov.com](mailto:roeth.bun@ac.ocgov.com).

Sincerely,

Yani Painter, CPA  
Property Tax Manager